**Light the Night 2019 – Final Check**

**September 27, 2019**

* Evan Alvarez confirmed that the lights were shipped and MTD will receive the lights on Friday, September 27, 2019. – 580 lights
  + No assembly required
* TBP has got the bike lights – 580 lights
  + 11 of the 12 boxes of lights have already been assembled
    - 10-20 sets are bad out of 580
* Sarthak opened the task list and went through each item on it with Barry, Jeff, Evan, and Morgan.
* Sarthak will work with Steve Breitwieser to get the Press Release for Light the Night
  + Press Release to go out on Tuesday – Ask Steve to send the one from last year and make edits to it
  + Get comments on Monday and submit to have it posted on Tuesday
* Sarthak will prepare a Summary or a list of avenues used to publicize the event
* Lawn Signs
  + Barry will check if there are existing ones
  + Sarthak will ask Chantelle about updating and placing them
  + Sarthak will contact Document Services to buy new lawn signs
    - TBP will help place them
    - The lawn signs would take a long time to make, so we will not get the lawn signs this year
* Contact Steve for instructions on how to use Snapchat Takeover for LTN
  + Chantelle did this task
* Barry said that the Volunteer goal is 40 (currently 41 as of 9/27)
  + Alma mater:Hallene Gateway = 3:2
* Sarthak will get the Industrial Radios – high power
  + To get the message through fast
  + Tracy Osby, Assistant Superintendent of Building Services, provided us with two radios
* Sarthak will confirm with Jake and Alana if we will have bicycle registration on-site
  + We don’t have access to laptops that can be used for the event
* Survey – Jeff gave information on this
  + A Professor came back – not enough students this year
  + IRB approval required for surveying
  + They are interested in participating in the future
* Maps
  + Jeff will check once he gets back on how many maps are left
* 5 ways to get a ticket
  + Sarthak will place an order to get 1000 copies of the handout from Doc Services
* Near Far Without a Car
  + Sarthak will place an order to get 1000 copies of the handout from Doc Services