**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