

**Meeting Date: 8/19/2013 Telcon 700 pm**

Attendees: Nahida Naser, SM Azad, Syed Dinar, Khaled Khan, Shah Haleem, Arun Roy, Maruf Rahman

1. Gala Event Program (preliminary)

Social Hours

Opening Ceremony

Speeches

Dinner

Multicultural Event

Bangladeshi Artist of some renown (none confirmed)

Closing Ceremony

2. Managers Volunteers needed for the following items

Gala Package (Manager: Syed Dinar)

Sponsor / Key Donor (Manager to be named)

Program invitation (Manager to be named)

Multicultural event organizer (Manager to be named)

Ticket selling (Manager to be named)

Food Arrangement for reception and dinner (Manager to be named)

Greeting, reception (Manager to be named)

Budgeting / Fund Coordinator (Manager to be named)

Program coordinator / Running the show in the evening (Manager to be named)

Please name volunteers that we can ask to attend Sunday at 3 p.m.

Please add more items as needed...