



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

Academic Affairs Committee

Chair, David Betancourt, dbetancourt@cerritos.edu

March 22nd, 2016; 11:00 a.m., Student Center South Stage

AGENDA

1. AEA March 31st 2016 Logistics:

3:30pm Set-up: David Betancourt, Rachel Samarin, Debra Schmidt, Miriam Tolson
Fecilia Smith, Lorraine Gersitz, Mark Abbruzzese, _____, _____

Stage: ___ student bios ___ signs ___ flowers ___ banners ___ plaques ___ water

Greenroom: ___ backdrop for photos

Check-in tables (3): ___ AEA winners ___ faculty escorts ___ scholarship winners

Boardroom: ___ table clothes ___ containers for left overs ___ food

Administrative Quad: ___ table clothes on all tables (provided by Janet Sanderson)

6:00pm Check-in : David Betancourt, Rachel Samarin, Teri Cheatham, Felicia Smith, Graciela Vasquez, Lorraine Gersitz, Cheryl Shimazu, Dani Carroll, Debra Schmidt, Miriam Tolson, _____, _____

Tables: ___ ___ AEA winners(2) ___ faculty escorts ___ scholarship winners

Foyer: ___ ___ programs (2) ___ ___ give directions (north/south)2

7:00pm Ceremony : David Betancourt, Dani Carroll, Teri, Cheatham, Lorraine Gersitz, Felicia Smith, Rachel Samarin, Debra Schmidt, Miriam Tolson, _____, _____

Line Leaders : _F.S._ North _S.L._ South

Backstage crew: ___ lead to photo ___ ___ lead from photo back to ceremony

Escort Stand Ins: ___ ___ Foyer direction back to seats ___

Group Picture: ___ organize group photo on stage Move flowers to reception ___

Everyone please help to clean-up Theatre stage, green room, foyer, boardroom, and quad!

2. Committee Calendar

Thursday, March 31, 7:00 p.m. , Burnight
Tuesday, April 19, 11:00 a.m., CTX

AEA Ceremony
Committee Meeting