



## **Los Altos – Los Altos Hills Joint Community Volunteer Service Awards Committee - Special Meeting Agenda**

**Los Altos Hills Parks & Recreation Building  
26379 Fremont Road  
Los Altos Hills, California 94022  
Monday, Sept. 28, 2015, 7:00 P.M.**

1. Roll Call
2. Review and approval of August 17, 2015 meeting minutes
3. Venue Status – S. Mehta, P. Nyberg
4. Confirm Ticket Price – G. Waldeck, P. Nyberg
5. Reports/Updates from Subcommittees
  - a. Nomination Packets/Online Invitations, Website– J. Cardoza  
- Timing: Save the date, Actual invitation, Follow-up Reminders
  - b. Event Programs & Coordination, Key Note Speaker Confirmation – G. Waldeck
  - c. Financials/ Budget Update – J. Cardoza
  - d. Table Assignments – J. Cardoza
  - e. Decorations & Banner – S. Mehta  
- Table centerpieces?
  - f. Wine Donations Update – S. Mehta
  - g. Directions Info Update – P. Radlo  
- Are posted signs needed?
  - h. Publicity – P. Nyberg  
- Rollout schedule
  - i. Awards – D. Young  
- Status on Pins, Plaques, and Honorary Certificates
  - j. Update on Event MC – D. Young
  - k. Set-Up & Equipment – G. Waldeck  
- Stage, room and sound system configuration
6. Other Tasks Needed – G. Waldeck  
- Music Controller
7. Any remaining or additional business, corresponding action items
8. . Committee adjournment – P. Nyberg