

Dear SCCC members:

Again, thank you to everyone for a great event- I think it went very well. Here are some of my reflections and suggestions for next year: I will address my suggestions and concerns according to the program first:

Master of Ceremonies:

I think that Chris did an excellent job as MC.

I think that we need to keep MC remarks to less than 10 minutes- Chris went about 15 minutes and while it was very informative and connected to our SC programs and relationships, it was too long.

Buffet Dinner

I want to congratulate Madison College for rising to the occasion to serving "more" than quoted- I would encourage Madison College to have a staff member right at the Buffet Line to quickly communicate when we needed things- like more plates, to set up another table etc., to clear tables faster and to be sure that water is readily available.

I would also encourage that we have coffee/tea available as well (if budget can afford it)

Entertainment

I also think that Entertainment needs to be more coordinated regarding "sound checks" and accommodations explained more

If we have 2 groups again, we really need to be sure that everyone understands the schedule. Entertainment concluded at 7:40 - although and appreciated by everyone

I was told that Ballet Folklorica thought that they had 30 minutes for their performances- not just 15 minutes- that is why they had so many numbers-

Children's Chorus- kept to their schedule but I think it was because they had performed last year-

Program

I was happy to have Charles speak more about the sister cities and his introductions of everyone was excellent- He kept his presentation under 10 minutes-

I think that we should emphasize the focus of the sister cities highlighted in the year's event- Arcatao, Tepatitlan and Camaguey.

Keynote- Eduardo did an amazing job inter-weaving the sister cities programs and concept into his presentation. Should we have a time for Q&A? He was so connected to Madison and how he related his connection to the 3 Latin American SC was fantastic.

Closing Remarks:

No problems-

Other areas of concern:

Registration: Jon, Frank and Jerreh did the best that could have been done regarding all paper tickets and BPT. We still need another way to get a "better" count for meals. It was a problem because Frank

gave Madison College a number of 82 and we have only 105 people. Confusion regarding payment for a few people still occurred. It was difficult to set up an additional table at the "end" of registration and prior to serving because Madison College staff was not readily available.

Our biggest issue was when Samba gave me a list of 8 people that would be coming to the event at the Registration Table. Rahel had sold 3 tickets and we did not have this information and while I sent an email to Frank and Jon regarding reservations for 6 people, he did not receive this information.

There was also confusion as to who paid for SC "officials" who came from Montova, Tepatitlan and Kanifing. Kanifing was listed as complimented while Frank and Sal paid for their guests. I believed that the workgroup approved all officials guests would be "complimentary" (Need to check on minutes of this meeting for clarification)

Several people entered the area without checking in- City Alders (Barb MacKinney) as well as others. Need to make Registration more noticeable or "block" off access.

Also- several people from the "Pow Wow" entered our buffet area and were eating our food before I noticed this and informed them that this was a private event and their buffet line was elsewhere. Need to clarify with Madison College what other events are taking place at the same time. Parking was also a problem since our Event was so far from the parking lot-

Set-Up: Tables and bar area was fine. Set up should be around 3:00- since Sister Cities have to both set up display areas as well as individual tables with flowers and decorations. I thought the room arrangement was much better than last- more intimate and still plenty of room to move about- setting the buffet area outside of the meeting space was great- it allowed people to get up and move around without "bumping" into one another. Providing space for entertainment was also excellent- although next year, I would have groups use same space rather than have people turn around (that is if we use 2 groups again).

Madison College needs to provide us with either a walkie-talkie or contact staff so concerns can be quickly solved such as "sound checks", opening doors and access to more tables and chairs without having to wait so long- Also that way, Jon or Chair can resolve issues quicker. It was great to have Laila as a "go-to" because she couldn't talk as much but could bring folks to places or find people we needed.

Clean-Up: Usually not a problem- this year took a bit longer cuz of "fire" Trash bins need to be more visible and we should have a small trash bin at Registration table next year.

Program Booklet: Charles, Norm and Jon did an excellent job on the booklet. One suggestion- we need to have the Mayor send out his invitation letter much sooner to the SC mayors. My mayor from Obihiro informed me that the response time from the time he received the letter to time that wanted a return was less than 3 weeks- While I spoke to our Mayor regarding the event- they do not respond until an official letter is received. (Let's work on the schedule better for next year- mayor need at least 2 months)

Timing of Event- I think the timing went much better and smoother- even though entertainment went over allotted time by about 25 minutes because of "sound issues" and length of program, the time was "made" up by Eduardo who kept his awesome presentation within his time allotment and we finished over 10 minutes past 8. Well Done! I also noticed that more people stayed longer after the program to talk to one another and that was great.

Thanks Laila for taking care of our group again and Welcome, Thomas to SCCC. We appreciate all your help.

Regards,

Jo Oyama-Miller
Madison-Obihiro Sister Cities, Inc.