Action List

**Vendors**

**The Wlyd**

Reach out to Vendors and get revised contract for new year

Confirm menus selections

Meet with all vendors in Savannah prior to RLI (first week of August)

**8/27** Return signed contract to Brad

Confirm headcount with participants

Review the number of vegetarians and folks with allergies

**9/10** Let Brad know the number of people, so he can hand it off to the chef

Send # of vegetarians and final head count

**Westin**

Review the contract

Make sure that all rooms are saved and no adjustments have been made

Review the BEO

Provide updates on rooming request

Request Template for room selections and ask for new menu for buffets

Email Gina to end general sessions in ballroom at 6pm each day

Make food selections

**8/28**

Confirm rooming list and send to Gina

Send information on final room staging

Make final sections on food

AV

Get new contract