

HOLIDAY ON CAMPUS MONTHLY AD HOC COMMITTEE REPORT

DATE & LOCATION
OF MEETING:

Tuesday, February 2, 2016, 256F LSU Student Union

ATTENDANCE:

Michelle Lowery (Chair), Jennifer Gomez (Co-Chair), Dominic Adedeji, Brent Corbitt, Kendra Hendricks, Kevin Owens & Jennifer Springstead. Also present was Melonie Milton, Administrative Coordinator.

NON-ATTENDANCE:

Jacqueline Craddock, Nikki Godfrey & Darcy Waguespack.

SUMMARY:

Holiday on Campus 2015 Evaluation

- Cookies – If preparing individual cookie bags in the future, ask company to have cookies ready for pick up at noon so they have time to cool and volunteers can bag them at 5:30 pm. More chocolate chip cookies were needed.
- Costumed Characters – Add Star Wars group to the list of characters to be invited each year. Send some characters through the food line to interact with guests waiting in line.
- Crafts – Move half of the crafts to the center lobby and spread out. They were too close together in the front lobby.
- Door Prizes – Revise how door prizes are given out at the event. Stopping the music to do a drawing took away from the ambiance of the event. No one could hear the announcements. Committee recommended a “lollipop tree” pull where if you pull the lollipop with the winning color, you get the prize. See Jennifer Springstead for details.
- Food – Provide tickets for food at the welcome table. Increase the amount of food since student participation will continue to increase.
- Games – Add more games.
- Inflatables – No inflatables were used in 2015 due to contract issues. The committee agreed not to include them in the future because not having them provided more space to move around and ensured that children participated in the crafts and activities.
- Map – Copies of the event map are needed for guests. Print 250 so volunteers can share with guests.
- Marketing - Senator Craddock recommended that consistent holiday themed graphics be used for Candy Grams (in December), the Holiday Door Decorating Contest, and Holiday on Campus. The committee agreed to defer this decision to the executive committee and the committee chairs planning the events for 2016.

- Miscellaneous Pictures – Move to the heart of everything and place near the windows.
- Parking – Move parking for special guests to the lot behind the Union starting at 4 p.m. with a guard to secure the lot. Pick up parking passes by 7 p.m.
- Santa Claus – Move Santa’s chair to the West side of the Christmas tree and add line stands to help form the line for guests who want to take photos.
- Set up
 - Block off the three areas (main lobby, center lobby, Tiger Lair) earlier so people don’t come in until the event begins.
 - Ensure that Toys-for-Tots drops off 3 large boxes for toys the day before the event.
 - Keep a few seating areas in the middle of the event. It was helpful to parents with babies and elderly guests. Add this to the center lobby.
 - Move Staff Senate table to the first table on the right once you enter the main lobby. This table should include goody bags.
 - Provide smaller and sturdier boxes for food drive items (large boxes were heavy and difficult to move).
 - Provide backdrops and table cloths to the Union the day before the event. Not stashed in the supply room, but delivered to Event Management so it can be set up in advance.
- Sound System – Request a portable microphone so the emcee can stand in the middle of the event or speak in different areas of the Union. Explore other avenues for sound, potentially adding a second system just for music and announcements. Both the music and the sponsor recognition PowerPoint can’t be included on the same system because you have to exit out from one to get to the other. A sound tech should also be stationed with the sound system to assist when announcements are made.
- Talent – Contract talent for two hours and only include balloon artist and face painters (no magician).
- Volunteers
 - HOC team needs to arrive at 4 pm to set up before other Staff Senators or volunteers arrive.
 - Volunteers should have specific roles and someone should show them what to do when they arrive. Volunteers should also check in at a location separate from the welcome table.
 - Provide a list of volunteers assigned by area so that staff in charge of the area will know who to look for at what time.
 - Shifts for volunteers should be changed to the following times:
 - 4:00 pm, HOC Committee
 - 5:00 pm, Staff Senate Volunteers (and 5 extras)
 - 5:30 pm, Shift one (until 7 pm)
 - 6:45 pm, Shift two (until 8:30 pm – includes break down)
 - 8:00 pm, Staff Senator break down (and 3 extras)
 - Chair/co-chair & volunteer coordinator should be floaters who answer questions and solve problems that arise during the event.
 - Assign Staff Senate volunteers to be in charge of certain areas.
 - Add a staff volunteer to the supply staging area with costumes (Felician Room).
 - Add a staff volunteer to the meet & greet/welcome table.
 - Add a staff volunteer to stay with door prizes and sound system.
 - Less volunteers are needed for set up.
 - More volunteers are needed from 6-8 pm.

- More volunteers are needed at the food line.

STRATEGIC PLAN UPDATE ON GOALS: N/A

Submitted By:

Michelle Lowery & Jennifer Gomez