

HOLIDAY ON CAMPUS MONTHLY AD HOC COMMITTEE REPORT

DATE & LOCATION
OF MEETING:

Tuesday, November 10, 2015, 256F LSU Student Union

ATTENDANCE:

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

NON-ATTENDANCE:

Nikki Godfrey & Kevin Owens.

SUMMARY:

Budget Update

- A purple chip clip in the shape of a paw print has been approved as the promotional item to be distributed at HOC and at Spring 2015 events. The chip clip is not magnetic and 500 (approximately \$525) will be ordered with funds from the Holiday on Campus Support Fund within the LSU Foundation. The associated “6” account will be used with appropriate PUR522 approvals so Staff Senate won’t be required to pay tax on the order.
- A fee of \$10 (5% of \$200) was charged by the LSU Foundation to deposit/process the Campus Federal Credit Union check received as a sponsorship for Holiday on Campus.

Planning Packet Updates

- No glitter or dogs allowed in Union.
- Toys for Tots contact has been updated.

Committee Updates

- *Activities*
 - Crafts have been purchased. Roughly \$75 was spent on supplies. Darcy will submit receipt to Melonie.

- Work to be completed includes hole punching supplies and cutting ribbon. Darcy will have student worker finish these items.
 - Darcy is talking with Cpt. Marshall Walters from LSU PD regarding participation of dogs in event. Jennifer is talking with Ginger from Vet School.
 - Tammy will be the emcee for the event.
 - Reviewed over floor plan.
 - Melonie will buy photo props for photo area.
 - Darcy will assign Staff Senate craft stations to specific locations on the floor plan.
 - Kendra will ask Nikki about sand bags for anchoring the inflatable indoors.
 - Michelle will work with Facility Services to get supplies moved to the Union (red chair, tailgate games, other supplies in T.Boyd storage room).
 - Kendra will talk with Nikki about reserving Feliciana room on Monday for delivery to be made.
- *Facilities and Decorations*
 - Facility Services order for Holiday Spectacular has been placed.
- *Entertainment*
 - Michelle has confirmed attendance of all guests/entertainers.
 - Mike the Tiger is only available for 30 minutes from 6:30-7 p.m.
 - Caricatures – Confirmed by Melonie.
 - X-treme Talent – Confirmed by Melonie.
 - 225 Inflatables
 - Confirmed by Melonie, but vendor agreement/contract is digital.
 - LSU Risk Management required signature of vendor owner on liability waiver and changes to agreement.
 - LSU Foundation has agreed to review and sign, but has their own liability waiver (disclosure statement) and is getting the vendor's document reviewed by their legal team.
 - Got price down to \$784 for train and inflatable
 - Melonie & Kendra will be working out the details of loading and unloading the inflatable in the Union.
 - Melonie will buy candy canes for photos with Santa.
- *Publicity*
 - Jennifer will ask Trey if we can use Career Center camera for photos with Mike the Tiger.

- Jacquelyn printed and distributed posters.
 - Social media has been submitted through Staff Senate accounts.
 - Axis TV & LSU Dining TV ads will run Nov. 16 – Dec. 1.
 - MyLSU ad runs from Nov. 9 – Dec. 1.
 - Email sent to Deans, Directors & Department Heads (DDD) list on Nov 23.
 - Jacquelyn is working on PowerPoint with sponsor logos and thank you messages to run during the event.
 - Jennifer and Jacquelyn will work together on an event program.
 - Holiday decorating and candy grams will have same scheme for consistency.
- *Refreshments*
 - Auxiliary Services approved request for food and beverages, but removed lemonade since Coca-Cola decided to donate lemonade (3 cases of two-liter bottles).
 - LSU Dining confirmed catering order.
 - Subway donated 200 cookies.
 - Insomnia Cookies also donated 200 cookies to be used with “Cookies with Mike.” Cookies will need to be picked up at 5:15 pm and bagged.
- *Volunteers*
 - Jennifer Springstead is working on filling empty volunteer shifts.
 - Shifts are almost full.
- *Door Prizes*
 - Michelle shared responses to door prize requests.
 - Only two have not been confirmed, which are Highland Coffees and Newks.
 - Melonie agreed to reach out to Highland Coffees.
 - All door prizes should be submitted to Michelle by November 24 at noon.

STRATEGIC PLAN UPDATE ON GOALS: N/A

Submitted By:

Michelle Lowery & Jennifer Gomez