

MONTHLY COMMITTEE and/or LIAISON REPORT

COMMITTEE OR LIAISON: **Holiday on Campus (2014)**

DATE: **November 14, 2014**

LOCATION OF MEETING: **256F LSU Student Union**

ATTENDANCE:

LoRita Collins (Co-Chair), Trey Truitt (Co-Chair), Holly Carruth, Nikki Godfrey, Michelle Lowery, Tammy Millican, Jennifer Gomez, Igor Matkovic, Anaiah Davis, Melonie Milton, Julie Perkins

PRESENTATION: None

SUMMARY:

The HOC Committee met for the third time this semester to discuss and finalize event plans and logistics. There are 17 days till the event. While it seemed as if the event planning was not on track, our meeting brought us all back together, and we were able to finalize many outstanding items, as well as, recognize a few tasks that need to be addressed prior to the event.

Meeting agenda items and abbreviated recaps from the meeting:

1. All food has been finalized. Pizza, jambalaya, chicken fingers will be served. We increased our chicken finger order from 2013, and Senator Godfrey was able to work with our Coca-Cola donation to include Minute Maid Lemonade along with Coke, Diet Coke, and Sprite 2 liters. This freed up some funding from food donation, allowing us to increase the number of chicken fingers to 800.
2. The overall number of volunteers needed was discussed. It was determined that we need close to 40 volunteers. A volunteer request plan was developed. Text is currently being developed to solicit volunteers from the Division of Student Life, VolunteerLSU, the Veteran's Office, and a final request to LSU Staff Senate. A final email should be going out no later than Tuesday, November 18th.
3. An updated budget along with current and expected expenses was presented to the committee. At time of the meeting, we were close to our budget threshold, while projected to remain in the black for 2014. We discussed finding a sponsor for the Photo Booth (\$350). If one could be located before the event, we would include it in the budget.
***Update: We were unsuccessful in securing funds for the photo booth.** With this, we should have a budgetary cushion going into the last two weeks prior to the event.
4. Senator Lowery and Ms. Gomez presented and updated the committee on activities and entertainment. Ms. Gomez provided an update event set up/map for the Union, along with

an outline of activity partners and their locations. Senator Lowery gave an explanation and overview of all entertainment and entertainers, along with an outline of our “trackless train” that will run outside the Union prior to and during the event. (Entertainment includes: face painting, caricature artists, numerous arts and crafts tables, balloon specialists, Letters to Santa, photos with Santa, reading of *A Cajun Christmas* with Mrs. Claus, indoor inflatable, Baton Rouge Ballet Theatre performers, Theatre BR carolers, LSU School of Music A Capella Choir, LSU Homecoming Queen, LSU Cheerleaders, LSU Golden Girls, Miss Baton Rouge, Miss Louisiana, Elsa and Anna (Rent a Princess), and five costume characters.

5. We discussed our final publicity push for the event, which will be included in the LSU Staff Senate communication coming out on Wednesday, November 19th along with all information being sent out regarding *Holiday Spectacular*.
6. Instead of “goodie bags” for all children attending HOC, the committee opted to provide one large purple and white candy cane. Senator Carruth developed artwork to attach to each candy cane. These candy canes will be distributed to children upon entrance to the event.
7. The current list of confirmed door prizes was presented to the committee. The committee agreed that we should have approximately 10 to 15 door prizes.

Confirmed Prizes: 2 \$25 GC from Zippy’s, 2 sets of theater tix, 2 \$20 GC from Zocalisa, 1 GC from Bistro Byronz, LSU Foundation Holiday Ornaments

In process/tentative: Tix to LSU WBB game, GC from Mike Anderson’s, Sullivan’s, Matherne’s, GC Barnes & Noble at LSU, a night’s stay at L’Auberge Hotel and Casino.

Recommended outreach to: Hampton Inn – Downtown, LSU College of Engineering, UREC, and Campus Federal

Tentative next meeting is planned for *Friday, November 21, 2014 at 10:30am*.

Submitted By: Trey Truitt