

## MONTHLY COMMITTEE and/or LIAISON REPORT

COMMITTEE OR LIAISON: **Holiday on Campus**

DATE & LOCATION OF MEETING: **Tuesday, October 15, 2015, 11 a.m.**

ATTENDANCE: Present: Michelle Lowery (Chair), Jennifer Gomez (Co-Chair), Jacquelyn Craddock, Kendra Hendricks. Also present was Melonie Milton, Staff Senate Administrative Coordinator.

Absent: Dominic Adedeji, Brent Corbitt, Nikki Godfrey, Kevin Owens, Jennifer Springstead & Darcy Waguespack.

SUMMARY: **Budget Update**

- President's office donated \$1,000 for HOC 2015.
- Total for available funds is \$2,645.47.
- Request to the LSU Alumni Association confirmed \$500
  - Melonie is following up regarding potential fees that would be taken out due to the donation being a check.

### **Packet Updates**

None

### **Committee Updates**

- *Activities*
  - Darcy provide updates via email after the meeting.
  - Darcy emailed the "Campus Partners" about setting up an information table or craft table and have asked for responses on or before October 29th.
  - Darcy is working on the list of items she needs for Melonie to purchase.
- *Facilities and Decorations*
  - Melonie is getting quote for carnival inflatable. Also asking if there will be someone there to manage the

inflatable. If not, how many volunteers do we need to run it?

- Melonie is also contacting extreme talent for quotes
- A/V needs for event is on Kendra and Nikki's radar.

- *Entertainment*

- Two princesses were donated for 2 hours. Michelle is emailing company to get list of all characters so we can choose which 2 we want at the event.
- No update from Tammy on costumes.
- Reminder to request 2 volunteers for costumed character assistance .
- Insomnia cookies agreed to donate 200 cookies. Michelle will check on packaging (individual or tray) and if they can be provided at a cooler temperature so they don't fall apart in the hands of children and create a mess.

- *Publicity*

- Jacquelyn has been speaking with Campus Life regarding marketing partnership, but they are unable to confirm their marketing scheme until after home coming. This may be too late for us since we are trying to send out our initial marketing November 1.
- If we are unable to partner with Campus Life, we will be creating our own marketing materials for the event.
- Jacquelyn has sent marketing material examples that can potentially be used for the event.
- She will be working on examples to present at next meeting.
- HOC marketing materials will consist of:
  - Paper flyer 8 ½ x 11
  - 11 x 17 poster
  - Axis TV ads in Union and myLSU
  - STD broadcast email (26<sup>th</sup> annual event) sent Nov. 2
  - Reminder email sent November 23
  - Website and social media updates
  - PDF flyer to distribute to DDD list on November 2

- *Refreshments*

- Reminder that senators will be asked to bring 1-2 bags of candy to the November Staff Senate meeting. This will be announced at October Staff Senate meeting and Melonie will send out an email reminder. Must be "fun size" with no Halloween graphics. We will use the candy to fill small

cellophane bags at one of the last HOC meetings. A small “Thank you for attending” note will need to be attached with a ribbon.

- Refreshments request for event has been submitted
  
- *Volunteers*
  - All volunteer needs will be submitted to Jennifer Springstead no later than **October 30**. (date was pushed back)
  - Reminder: Call for Volunteer’s will be sent in the Staff Senate President’s address in November.
  - Reminder: [HOCVolunteer@lsu.edu](mailto:HOCVolunteer@lsu.edu) email address is still active. Contact Melonie for password information.
  
- *Door Prizes*
  - Michelle emailed previously listed companies regarding door prizes.
  - Nikki received 2 footballs from Barnes & Noble.
  - Melonie has the footballs to be signed by coach Les Miles.
  - Michelle has LSU Ornaments for door prizes.

Submitted By:

Michelle Lowery & Jennifer Gomez