

## MONTHLY COMMITTEE and/or LIAISON REPORT

COMMITTEE OR LIAISON: **Holiday on Campus**

DATE & LOCATION  
OF MEETING: **Tuesday, October 27, 2015, 11 a.m.**

ATTENDANCE: Present: Michelle Lowery (Chair), Jennifer Gomez (Co-Chair), Jacquelyn Craddock, Kendra Hendricks, Dominic Adedeji, Brent Corbitt, Jennifer Springstead & Darcy Waguespack.

Absent: Nikki Godfrey & Kevin Owens.

**SUMMARY:** **Budget Update**

Staff Senate executive committee would like to purchase a giveaway to hand out to LSU staff when they are leaving Holiday on Campus. The idea is that both kids and parents leave with something. Trey Truitt is leading the efforts and looking at a few options (chip clip, etc.) HOC funds will be used with other Staff Senate funds to purchase items.

### **Packet Updates**

Packet resent to committee with contact updates

### **Committee Updates**

- *Activities*
  - Vet school may want a craft table and may bring their dog – checking with Nikki on location.
  - Campus Federal is confirmed for a craft table.
  - LSU PD wants a table and wants to bring a K-9 for kids – checking in with Nikki.
  - FETI truck is pending.
  - Darcy is checking in with LSU Volleyball team about assisting with Staff Senate craft tables or having a craft table of their own.
  - Walk through with Nikki, Michelle, Jennifer and Kendra scheduled for Thursday, 10/28 at 3pm.

- Darcy is working on list of crafts to be purchased
- Staff Senate craft tables – 6 tables (coloring sheet, Letters to Santa, 4 crafts)
- Campus Federal – 1 table
- LSU Police – 1 table
- Vet Med – 1 table
- UREC – 1 table
  
- *Facilities and Decorations*
  - Kendra checking with Nikki on whether poinsettias are needed. Jennifer S. will ask Fred for deadline to order for this year.
  
- *Entertainment*
  - Melonie collected quotes from X-treme Talent, 225 Inflatables, the Cartoon Man and Joe Hines (caricaturist).
  - Melonie is still working with 225 Inflatables on a quote for 3 assistants to help with carnival inflatable.
  - Toys for Tots and 2 dressed Marines are confirmed
  - Jennifer is checking with Food Pantry donation and delivery.
  - Melonie is still looking for Christmas bags for Staff Senate to fill with holiday candy at November meeting.
  - Two princesses from Rent-A-Princess are now confirmed (The First Princess and the Scottish Princess).
  - Homecoming King/Queen just announced so waiting on confirmation.
  - Michelle is checking with Miss Louisiana and Miss Greater Baton Rouge to see if they are LSU students or graduates. If so they may approve an appearance at no charge to LSU.
  
- *Publicity*
  - Confirmed that we are moving forward with Holiday Tree image. Jacquelyn is working on updating the image and will send to Jennifer G. if she needs graphic design assistance.
  
- *Refreshments*
  - Nine (9) volunteers are needed (3 shifts/3 volunteers)
  - Estimated to run out of food from 7:45-8:00 pm.
  - Minimal clean up expected.
  
- *Volunteers*
  - Jennifer S. created a sign up genius survey.

- She is sending to Jacquelyn to add to email blast.
- Jennifer S. is sending the request to the LSU Ambassadors directly.
  
- *Door Prizes*
  - All potential donors contacted. The following have donated money or agreed to donate door prizes:
    - Arrco (Reindeer costume and possibly one more)
    - Barnes & Noble (two footballs)
    - Campus Federal (door prize TBD)
    - College of Engineering (door prize TBD)
    - College of Music & Dramatic Arts (door prize TBD)
    - Insomnia Cookies (200 cookies)
    - LSU Alumni Association (\$500)
    - LSU Foundation (set of LSU ornaments)
    - LSU Office of the President (\$1000)
    - Rent-A-Princess (2 princesses for two hours)
  - Michelle will print letters for Highland Coffees and Newk's and Dominic will hand deliver and get updated contact information for both companies.
  - Michelle will follow up with CC's, Coca Cola, LSU Union Theater (Nikki), Subway, and UREC.

Submitted By:

Michelle Lowery & Jennifer Gomez