

MONTHLY COMMITTEE and/or LIAISON REPORT

COMMITTEE OR LIAISON: **Holiday on Campus**

DATE & LOCATION
OF MEETING:

Tuesday, September 15, 2015, 11 a.m.

ATTENDANCE:

Present: Michelle Lowery (Chair), Jennifer Gomez (Co-Chair), Dominic Adedeji, Jacquelyn Craddock, Nikki Godfrey, Kendra Hendricks, Jennifer Springstead & Darcy Waguespack. Also present was Melonie Milton, Staff Senate Administrative Coordinator.

Absent: Brent Corbitt & Kevin Owens

SUMMARY:

Holiday on Campus Budget – Reviewed HOC budget from 2013 and 2014. Discussed 2015 potential budget.

Committee Role Assignments – Discussed role assignments across committee. Roles were assigned as Lead and Assisting Roles. Roles include: Activities, Facilities & Decorations, Entertainment, Publicity, Refreshments, Sponsors & Door Prizes, and Volunteers.

Volunteer shifts were discussed as follows:

- 4:45 – 6 pm
- 5:45 – 7 pm
- 6:45 – 8 pm
- 8 – 8:45 pm

Door prizes – no need for more than 20 to give away.

Jennifer Springstead will be sending facilities work order for 2014 Holiday Spectacular to Chair and Co-Chair to review and submit order for 2015 HOC.

Melonie Milton will be sending Jacquelyn Craddock (Publicity) all past publicity documents to assist in creating publicity items for 2015 HOC.

Committee Guide – Committee reviewed and discussed the committee guide created by chair and co-chair. Committee was asked to review in detail before next meeting and submit any changes they may have to enhance the document.

Holiday on Campus 2015 – Scheduled for Tuesday, December 1, from 6-8 p.m. in the LSU Student Union. HOC Committee members will hold time on calendars from 4:45 p.m. – 9 p.m. for set up, event, and clean up.

Group Discussion

- *Activities*
 - Keep map outside of gift bag.
 - Darcy will work on a new template for Santa letter to gain parent email address.

- *Facilities and Decorations*
 - Poinsettias will be ordered through Jennifer Springstead who will get from Ag center.
 - Kendra will work with Jennifer on getting Poinsettias for Union in general.
Union in general.

- *Entertainment*
 - Kendra and Nikki will look at 22 Inflatables website to determine what are approved structures to use for the event.

- *Refreshments*
 - Order for this year will mimic last year's order. Michelle will contact Coca cola to see what other non-carbonated drinks they have available (lemonade?)
 - Refreshments lead will be responsible for coordinating welcome gift (2014 – purple and white candy stick with welcome note attached)

- *Volunteers*
 - All volunteer needs will be submitted to Jennifer Springstead no later than October 15.

- *Door prizes*
 - Nikki has spoken with bookstore regarding a door prize gift, originally a gift card was discussed but group asked if a football could be donated to be signed by Les Miles.
 - Melonie will work on getting it signed.

- Michelle has LSU ornaments for door prizes that were donated by the LSU Foundation.

Submitted By:

Jennifer Gomez