

# Annual Christmas Party Procedures

11/8/05

## 1. Event Coordination.

### a. Determine a day to have the party.

- i. Consult with Undergrad Director. The party should be scheduled after the last day of class, but not on a day conflicting with the Chemistry final exams.
- ii. Consult with NSM and other NSM departments so as not to conflict with their scheduled holiday parties.

### b. Prepare required forms.

- i. Per [MAPP 05.02.02](#), request advance approval via the [Official Functions Approval Form-Addendum A](#).

### c. Order Tables, Chairs, & Trash Cans from UH Plant Operations.

- i. Complete a Plant Operations Work Request in advance to reserve the tables: 36 full sized tables (6 ft.) or 72 of the narrow tables, 100 chairs, and 2 large trash cans.

### d. Schedule Catering.

- i. Contact the caterer. (The Swinging Door was used at the most recent departmental event.)
- ii. Order food for approximately 250 people. Request that they set up.

### e. Identify a budget.

- i. Estimate a budget for: 1) food, 2) desserts & decorations, and 3) set up costs). Refer to last year's total expenses as an estimate. Complete the Information Sheet attached.

### f. Coordinate completion of the remaining tasks.

- i. Organize a group of department volunteers to help with each task. Meet with the groups to come to an agreement on what items/actions are needed. Inform the group of the budget. Establish timelines (complete the Information Sheet attached). Groups can be identified as follows. A sign up sheet is attached.
  1. **Decorations, Desserts, and Set Up Crew** – responsible for deciding on the decorations needed, the list of desserts, and for setting up on the day of the event.
  2. **Ushering Crew** – responsible for facilitating on the event day. May verify guest tickets/RSVP list. Responsible for monitoring the serving tables and promptly refilling dishes/drinks.
  3. **Clean Up Crew** – responsible for cleaning up after the event.
  4. **Shopping Crew** – consults with other groups to come up with a shopping list. Purchases the needed items.

## 2. Publicity Coordination.

- a. Create flyers. Include an RSVP request. Get approval of Chair/DBA of the final version.
- b. Send to all Chemistry Department personnel (faculty, staff, students).
- c. Send to special guest invitation list. ([see attached](#))
- d. Post flyers to the Department bulletin boards.
- e. Serve as contact person for and maintain the RSVP list.

## 3. Decorations, Desserts, and Set Up.

- a. Decide on the decorations. (Tablecloths, centerpieces, etc).
- b. Decide on the desserts to be served.
- c. Set up tables and decorations on the morning of the ceremony. Set up reserved signs for invited guests and faculty tables.
- d. Coordinate set up of tables/chairs when Plant Operations delivers them.
- e. Assist with set up of main dishes, if needed.
- f. Set up dessert table and drinks.

## 4. Shopping List.

- a. Make a list of items that need to be purchased. Below is a list of things purchased in the past.
  - i. SAM's: desserts, small disposable plates, candy.
  - ii. Party City: tablecloths, napkins
  - iii. Office Depot: invitations

## 5. Ushering.

- a. Usher guests/facilitate order.
- b. Verify guest tickets/RSVP list (if applicable).
- c. Monitor serving tables for dishes/drinks that need to be refilled and refill them promptly.

## 6. Clean Up.

- a. After the lunch, clean up of reception area and storing of leftovers must be done.

## 7. Process Payments and Reimbursements.

- a. Department Purchaser must ensure that all invoices are collected and receipts for reimbursements have been submitted.

Department of Chemistry  
Annual Christmas Party  
Information Sheet

|           |  |
|-----------|--|
| Date:     |  |
| Time:     |  |
| Location: |  |

|                           |  |
|---------------------------|--|
| Expected Number of Guests |  |
|---------------------------|--|

|                             |    |
|-----------------------------|----|
| Budget:                     |    |
| Food                        | \$ |
| Decorations                 | \$ |
| Set up (tables/chairs, etc) | \$ |
| <b>TOTAL:</b>               | \$ |

Timeline

| Action                           | Timeline       | Date                         | Responsible Person(s)                    |
|----------------------------------|----------------|------------------------------|--|
| Determine date for the event     | Early November | By November 11 <sup>th</sup> | Events Coordinator                       |
| Schedule Group Meeting           | Early November | By November 11 <sup>th</sup> | Events Coordinator                       |
| Prepare Official Functions Form  | November       | November 15 <sup>th</sup>    | Events Coordinator                       |
| Order Tables, Chairs, Trash Cans | November       | November 15 <sup>th</sup>    | Events Coordinator                       |
| Schedule Catering                | November       | November 15 <sup>th</sup>    | Events Coordinator                       |
| Create Flyers                    | November       | November 18                  | Publicity Coordinator                    |
| Mail Flyers                      | November       | November 21                  | Publicity Coordinator                    |
| Shopping (Decorations)           | December       | December 1                   | Shopping Crew                            |
| Shopping (Desserts)              | December       | Day of event                 | Shopping Crew                            |
| Set up                           | December       | Day of Event                 | Decorations, Desserts, and Shopping Crew |
| Clean Up                         | December       | Day of Event                 | Clean Up Crew                            |
| Payments/ Reimbursements         | December       | w/in 3 days after event      | Department Purchaser                     |

# Department of Chemistry Annual Christmas Party

## Staff Sign Up Sheet

Please sign up below to assist with the annual department Christmas party.

|                                 |       |       |
|---------------------------------|-------|-------|
| This year's event will be held: | Date: | Time: |
|---------------------------------|-------|-------|

### Events Coordinators (1-2 people)

Duties: Serve as team leaders to ensure that all required tasks are completed. Schedule the date for the party, complete the necessary forms to obtain approval for the event, arrange for catering, tables/chairs.

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### Decorations, Desserts, & Set Up Crew (3-4 people)

Duties: responsible for deciding on the decorations, the list of desserts, and for setting up on the day of the event.

Dates/times needed: As needed to obtain/create decorations. On morning of event, will be needed to set up decorations.

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### Ushering Crew (2-4)

Duties: Facilitate order during the event. Monitor tables for refills needed on dishes/drinks, and refill promptly.

Dates/times needed: Rotating shifts during the course of the event.

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### Clean Up Crew (3-4)

Duties: Clear all tables. Store/distribute leftover food. Dates/times needed: Immediately following the end of the event.

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### Shopping Crew (1-2)

Duties: consults with other groups to come up with a shopping list. Purchases the needed items.

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## Special Guest List

Send an invitation to:

- ⇒ NSM Dean's Office Staff
- ⇒ NSM Department DBA's (Physics, Geo, Math, Computer Science, Biology)
- ⇒ Accounts Payable Staff (consult with Chemistry Financial Staff for a list of invitees).
- ⇒ HR Staff (consult with Chemistry Payroll staff for a list of invitees).
- ⇒ Consult with Chemistry Chairman for his special guest list, if any.