CONFIRM DATE FROM CHANCELLOR’S OFFICE

CONFIRM DATE WITH SODEXO STAFF

DECIDE ON A THEME. PLAN ENTERTAINMENT AND PROGRAM

TALK WITH GROUNDS (CHRIS VIRGIN) RE: POINSETTIAS, HOLLY, AND GREENERY FOR DECORATIONS & WHEN TO BE DELIVERED. REMIND SEVERAL TIMES AS EVENT NEARS!!!!

ALL CHARGES NEED TO BE BILLED TO CHANCELLOR’S ACCOUNT: E050105. KEEP JUDY INFORMED.

WILL NEED TO TELL FOOD SERVICE & DOROTHY THE FINAL NUMBER TO BE SERVED AT THE BREAKFAST.

SOMEONE NEEDS TO WORK SOUND AND SET-UP MICROPHONES, MUSIC, EQUIPMENT, PODIUM, ETC. GO OVER SET UPS WITH PERSON, PROBABLY LINDEE MCCURDY.

JUDY & DOROTHY WILL BUY AND WRAP DOOR PRIZES. GET THOSE.

ASK ERC REPS. FOR HELP WITH THE NAMETAGS THE MORNING OF THE BREAKFAST.

ASK ERC REPS. FOR HELP DECORATING THE AFTERNOON BEFORE. COORDINATE THIS WITH THE U.C./FOOD SERVICES STAFF TOO.

MAKE INVITATION OR MEET WITH PRINT SHOP STAFF TO CREATE INVITATION.

JUDY WILL INVITE CHANCELLOR’S STAFF AND TURN THAT NUMBER IN TO YOU.

DO LIST FOR DOOR PRIZE DRAWINGS.

RUN ANY INVOLVEMENT BY THE CHANCELLOR BY JUDY FOR ADVICE.

MAKE SIGNS (A-Z) FOR NAMETAG TABLES.

ARRANGE WITH U.C. FOR TABLES TO BE MOVED INTO QUAD SIDE ENTRANCE (6 OR 8 TABLES)

ARRANGE FOR MUSIC WITH SOUND PERSON (LINDEE) WHILE YOU EAT. LIVE OR CANNED?

BASKET FOR NAME DRAWING FOR DOOR PRIZES.

DETERMINE AN EMCLEE AND A PERSON TO DO THE INVOCATION. ASK THEM.

DRAFT A PROGRAM. BE SURE EVERYONE WHO IS TO HAVE A PART HAS BEEN INVITED INCLUDING MUSICIANS, SOLOISTS, PROGRAM PARTICIPANTS, PHOTOGRAPHER, ETC.

PRINT PROGRAMS AT THE PRINT SHOP BASED ON RSVPs.

WHO WILL BE SANTA? DOES HE HAVE OR NEED A SANTA SUIT? IF NOT, GET ONE. CHARLEY HAS HIS OWN.

DETERMINE SONGS TO BE SUNG BY GROUP. PROVIDE WORDS IN PROGRAM.

WHO WILL DO THE WELCOME?

WHO WILL DO THE DOOR PRIZE DRAWINGS?

SPECIAL NOTES:
Notes/Updates on the ERC meeting October 16, 2020

- **November 1, 2020-December 1, 2020**  
  ERC new member voting (Digitally) I will work with IT on this process.

- Mr. Musgrave will provide the music for the Christmas breakfast.  
- Chancellor Carver to bring greetings to al  
- Anthony Prewitt Emcee the zoom  
- Charley has already agreed to be Santa and draw for door prizes.

- Chancellor Carver and Peter McPhearson expressed positive/informative words

- **December 16th**  
  7:30am-8:30am       Pick up breakfast at the UC circle drive  
  9:00am-10:00am       Chancellor Christmas Breakfast (zoom)

*You must RSVP to get breakfast and have your name entered in the drawing for door prizes  
*RSVP by December 9, 2020 to Debbie Hunter at dhunter2@utm.edu  
*The zoom link will be emailed on December 11, 2020