



**Employee Events Committee Winter Celebration
Meeting Notes 2022/2023**

Date: October 27, 2022 **Meeting Time:** 9 a.m.

Attending: Linda Brannock, Lee Ann Walker, Julie Galgano, Wyatt Brannock, Billie Norris, Layla Tenney, Kristin Varon-Burkhart, Deanna Mooney, Bobbi Evans, Sharal Patinathan, Nina Florez-Quintero

Event Date/Time/Location: **Prescott:** December 9, 2022, 1-3 p.m., Building 19-147
Verde Valley: December 08, 2022, 5-7 p.m., Southwest Wine Center

Theme: Flannel and Frost
Color Scheme: Various Flannel Patterns

Discussion:

Decoration Committee – Julies, Billie, Shanna, Linda, Lee Ann; Julie purchased enough poster board and cut out 60 cones, 3 of each side. Looking dark, discussion about how to lighten up with lighter plaid; Flannel and Frost photo backdrop; 13 120" tablecloths for purchase approx. \$160; suggestion to rent so they can be laundered/maintained; found large frosted trees to use at PRC; extra trees can be sent early to VV

Marketing – Yvonne, Sharal; RSVP flyers and RSVP done; kudos to Sharal on the RSVP; need to add about wearing flannel to the event; closing date for RSVP 11/30; being sent out 3 different times; results will be sent to Yvonne and Bobbi

Food – Yvonne; Hot chocolate machine/setup Nina to send to Lee Ann; VV would like to use the machine, if possible.

Entertainment – Linda, Shanna; FEC children will sing 3-4 songs around 1 pm; need area for parents to watch; give away for children; photo booth julie working on backdrop and props; where to have photo booth if it will be live; who is going to take photos; talk to JJ and Ryan Gray about how to get it to the screen; may try to get student for photos; checking with PAC for singers; Bobbi check with Craig about going to VV; favorite flannel contest or raffle for wearing or voting for favorite; No PowerPoint

Service Project: Linda; Food drive for food pantry and toy drive for CASA for this event

Logistics – Linda; no update

Event Itinerary – Billie; no update

Emcee – Discussion suggestion for Craig Ralston

Verde Valley Report – Looking for cork reindeer; meeting with Drew of SWC discussed tables and setup; wine was available for purchase last year; option for selling mulled wine; will check with Manzanita Outreach about food collection and CASA in Cottonwood

Secret Santa Discussion - Shanna Collier; group decided to not have a secret Santa this year.

Next Meeting: November 10, 2022, 9 a.m., via Zoom