

Notes – 2015 Holiday Party/Pot luck for OGGC

If you are lucky enough to be the chairman of the Holiday Party/Potluck, here are some tips.

The Party is usually early in December.

- 2 months ahead
- organize committee to help you (3 people is good)
 - Circulate signup sheets at October meeting (set up/clean up/greeters, etc.)
 - Meet with committee to get ideas for entertainment, etc.
- 1 month ahead
- confirm date with entertainers and find out their needs
 - Talk to Gerry Frederick about linens thru church (may get them free)
 - Get sign up sheets filled out at November meeting and announce
 - Reminder of date to all, etc.
 - Talk to Phone Committee Chair. They will call members
 - Note: Everyone brings dish to pass for Holiday Party/Potluck
 - Also everyone to bring a serving utensil for their dish if needed.
 - The phone committee will sign up people for different categories
 - Such as main dish, salad, dessert. Also they will get an exact count
 - Of attendees to Chair at least one week ahead
 - Meet with committee and review each member's responsibilities
- 1 week ahead
- Get count of attendees from Phone Committee Chair
 - Get diagram of room lay out over to Main Office of St John's for custodian.
 - Finalize timetable for evening
 - Decides who will be doing each item on Schedule (introducing entertainment,
 - Starts tables to buffet line, draws for door prizes, etc.)

Committee Responsibilities:

- Get budget from President. Figure out what to spend on each category
- Hire entertainment
- Centerpieces for buffet and dessert tables as well as each individual table
- Door prizes (historically a lot)
- Purchase dinner plates, dessert plates, cups for punch and coffee/tea
- Purchase 1 pound coffee
- Purchase silverware and extra forks. napkins
- Purchase 8 gallons of water for coffee/tea and drinking dispenser
- Purchase lemons, coffee creamer

Note purchase plates, silverware, cups from Costco or Sam's. Jane Somers has a membership.

Holiday party pays for all supplies from their budget. Do not use supplies from regular monthly meetings.

Only exception is use of salt/pepper/sugar packets, tea bags and stirrers.

SCHEDULE OF EVENING:

3:00 Custodian seats up tables/room per diagram

4:00 Chairman and committee arrive

Put linens on table, centerpieces, set up dessert, punch and food tables

4:30 Prepare coffee urn, tea urn and water with fruit

5:00 Plug in coffee pots (takes one hour to perk)

5:30 Prepare punch

5:45 Food arrives

6:00 Punch and mingling

6:10 Entertainment arrives and sets up

6:15 President welcomes all and introduces committee

Have an icebreaker game and explain tonight's entertainment and any other thoughts

- 6:30 or so Have committee member present Thought for the Holiday (be sensitive to Culturally diverse group)
- 6:30 President/Holiday Chair asks for tables to start buffet
- 6:30-7:30 Dinner and background music
- 7:30-7:45 Break
- 7:45-8:15 Entertainment
- 8:20 Draw for door prizes, say goodnight and ask extra people to stay and help clean up

We bought 12 poinsettias (\$5.00) each for buffet tables. We asked Gerych's to donate a couple of centerpieces. We got 4 small poinsettias from them. Poinsettias were used for door prizes.

We had a sign up sheet for people to bring in centerpieces for round tables. Centerpiece was gifted to a person at each table (prize for winning the ice breaker game)

4 member committee – Cathy Morrison, Linda VanCamp, Karen Maxon, Phil Cave

Entertainment was Eric and Rachael Gregory and family (810-348-2857). They charged \$200 for being there 2 hours. We do not pay for their set up and pack up times. They were invited to have dinner from buffet during the break. They were great and said they would be happy to be asked back next year.

Typically perform with 2 kids, who made up quartet of 2 violins, cello, viola. Additionally they brought 2 extra teens who were learning to perform in front of audience so there were 6 total. They played background music while members had dinner and performed 30 minutes sing along of songs suggested by audience. They knew all songs asked and had several books of music.

ROUGH BUDGET:

\$100 Custodian

\$200 Entertainment

\$60 punch

\$75 poinsettias

\$110 paper products

\$30 water, creamer, coffee, lemons and pretzels for table

\$25 miscellaneous

Total budget - \$600.

SCHEDULE 2016

3:00 CUSTODIAN SET UP TABLES PER DIAGRAM

4:00 CHAIRMAN AND COMMITTEE ARRIVE

4:30 PREPARE COFFEE URN, TEA URN, WATER .

5:00 PLUG IN COFFEE AND TEA

5:30 PUNCH TABLE SET UP AND DECORATED

5:45 FOOD STARTS TO ARRIVE

6:00 PUNCH AND MINGLING

6:00 ENTERTAINMENT ARRIVES

6:15 PRESIDENT WELCOMES ALL, INTRODUCES COMMITTEE/
MEMBERS SIT DOWN. Ice breaker game, introduce entertainment.

6:30 THOUGHT FOR HOLIDAY

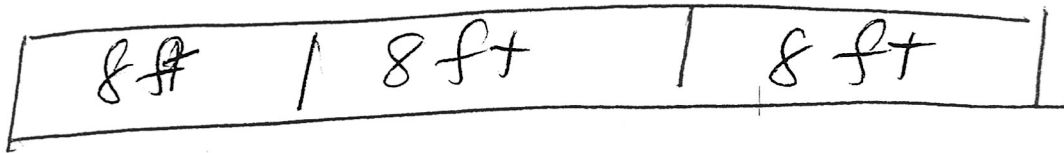
6:35 PRESIDENT LETS TABLES GO FOR FOOD. We used glass colors to
group tables.

6:35 – 7:30 DINNER AND BACKGROUND MUSIC.

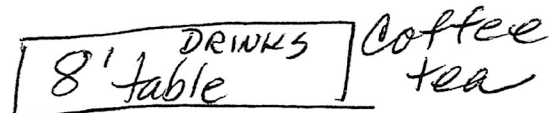
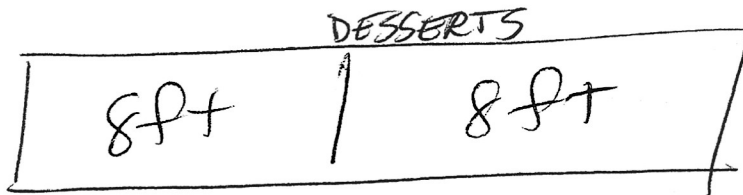
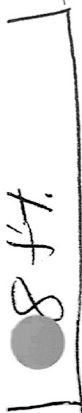
7:30 – 7:45 BREAK/UGLY SWEATER PARADE. ENTERTAINMENT EATS.

7:45 – 8:15 SING-A-LONG

8:20 DRAW FOR DOOR PRIZES/GOOD NIGHT/ASK FOR MEMBERS TO
STAY AND CLEAN UP.



ROUND
TABLES



ROAD

12-14-16

6:15 CALL TO ORDER

1 WELCOME ALL

2 INTRODUCE COMMITTEE

KAREN MAXSON

PAM TREVETHAN

TINA IMESON.

JANICE COOLEY

3 THANKS TO ALL VOLUNTEERS

"MANY HANDS MAKE LIGHT WORK"

PUT NAMES IN BOX FOR DOOR PRIZES

INTRODUCE MUSIC

GREGORY FAMILY

ERIC + RACHEL

LET ERIC INTRODUCE FAMILY

ICE BREAKER GAME

6:30 THOUGHT / POEM JANICE

6:35 LET TABLES GO BY COLOR GLASSES.

7:30 - 7:45 PAT TO GIVE ANNOUNCEMENTS

UGLY SWEATER PARADE - LARRY TO EMCEE

8:00

9:45 SING-A-LONG

~~8:20~~ DOOR PRIZES MOVED TO 7:45

ASK MEMBERS TO HELP CLEAR.

NOTES – 2016 HOLIDAY PARTY/POTLUCK DINNER

We followed the time schedule set up last year 2015. It worked well.

This year we continued to use the Gregory family for entertainment. The fee was the same (\$200.00) for two hours. During the break they ate dinner.

We bought 12 poinsettias and 8 Christmas cacti for decoration and to be given away for door prizes.

Centerpieces were donated by membership for each table and given out as prizes for the icebreaker game at that table.

We added an ugly Christmas sweater parade/fashion show between dinner and caroling.

There were five people on our committee. Linda VanCamp (Chairman), Tina Imeson, Pam Trevethan, Janice Cooley, and Karen Maxson.

We asked for four people to volunteer to bring the meat. They chose pulled pork, ham, turkey, and sausage. Worked out well.

St. Johns donated tablecloths again this year through Gerry Fredericks. Lynn Ronthe did the punch.

We had 63 people attend.

We increased the number of trash cans to three. Much better.

2017 Holiday Party /Potluck Dinner

Committee: Tina Imeson (chair), Linda VanCamp, Pam Trevathan, Janice Cooley, Karen Maxon

Table Centerpieces will be red rose bud vases (one per round table) to be awarded at end of evening.

Printed ice breaker game to be on table for each member to complete prior to dinner

President volunteered to dress as Santa and give out candy canes and pens to members.

Basically we followed same budget and schedule as last year.

Asked for volunteers to sign up for meats at November meeting.

Linens were not free this year. Charge was \$4.00 per table cloth for evergreen.

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- 5:30 Prepare punch
- 5:45 Food arrives
- 6:00 Punch and mingling
- 6:15 President welcomes all and introduces committee
 - Have an icebreaker game and explain tonight's entertainment and any other thoughts
- 6:30 or so Have committee member present Thought for the Holiday (be sensitive to Culturally diverse group – Janice Cooley
- 6:30 President/Holiday Chair asks for tables to start buffet
- 6:30-7:15 Dinner and background music via portable CD's
 - (Santa appears with candy canes and pens)
- 7:30-7:45 Break/Scavenger Hunt - Janice Cooley

2016 Holiday Party/Potluck Dinner

We followed same time schedule as last year (2015). It worked well.

We continued to use the Gregory family for entertainment. The fee was same \$200 for two hours. During the break they ate dinner

We bought 12 poinsettias and 8 Christmas cacti for decorations to be given away as door prizes.

Centerpieces were donated by membership for each table and given out as prizes for the icebreaker game at that table.

We added Ugly Christmas sweater/parade / fashion show between dinner and caroling.

5 members on the committee this year: Linda Van Camp (chair), Tina Imeson, Pam Trevethan, Janice Cooley and Karen Maxon

We asked for four people to volunteer to bring meat. They chose pulled pork, ham, turkey and sausage. Worked well.

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7:45-8:15 Entertainment – FHS Ambassadors

8:20 Draw for door prizes, say goodnight and ask extra people to stay and help clean up

Subject: Re: OGGC Holiday Party 2017
From: Tina Imeson (tinai45@aol.com)
To: nkilgour@att.net;
Cc: tinai45@aol.com;
Date: Wednesday, December 6, 2017 3:20 PM

Actually I had sat down and drawn up a tentative evening agenda. Here is what I propose

6:15. President welcome

Introduces committee chair Tina Imeson, Members: Linda Vancamp, Pam Trevethan, Janice Cooley and Karen maxsom

Entertainment will be the Fenton High School Ambassadors led by Brad Wright

Ice breaker at each plate. You will have entire dinner hour to complete form. Answers given at end of evening

6:25. Poem for holiday given by Janice Cooley

6:30. Tina will start tables. I would like the table you are at to go first and eat so you have that opportunity. Then you can go and get dressed for your Santa duties

6:30 to 7:15. Dinner

7:00 to 7:15 Santa visits with tables. (This is approximate)

7:15 scavenger hunt lead by Janice Cooley. Prize for table who completes the hunt. Tie breaker in case there are two tables. Christmas ornament is prize.

7:30 FHS ambassadors perform

8:10-8:15 ice breaker answers(if you can pronounce the ice breakers, please do so)

2 garden books as gifts

Award of center pieces by raffle of names

Sent from my iPad

On Dec 5, 2017, at 7:30 PM, R Kilgour <nkilgour@att.net> wrote:

Tina,

Please send the names of the Holiday Party Committee as well as the name of our entertainment. Sending them in an email will be fine.

Sometime soon we can talk and get the final timeline for the festivities. Have a few questions, ex: When and who gives answers to the icebreaker or any prizes, etc.

Thank you,