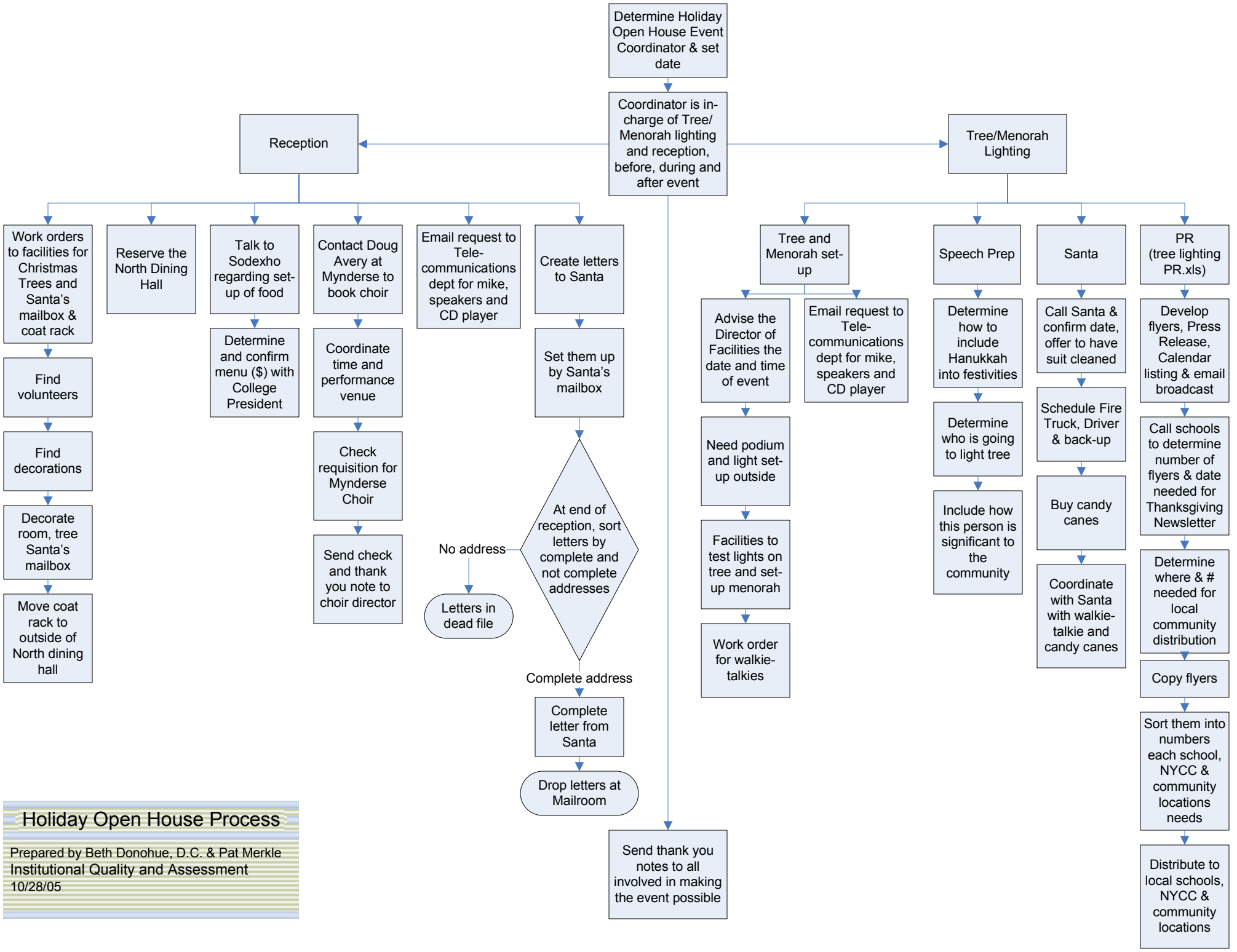

Determine Holiday Open House Event Coordinator & set date
Coordinator is in-charge of Tree/ Menorah lighting and reception, before, during and after event
Reception
Tree/Menorah Lighting
Work orders to facilities for Christmas Trees and Santa's mailbox & coat rack
Find volunteers
Find decorations
Decorate room, tree Santa's mailbox
Move coat rack to outside of North dining hall
Reserve the North Dining Hall
Talk to Sodexho regarding set-up of food
Determine and confirm menu ($) with College President
Contact Doug Avery at Mynderse to book choir
Coordinate time and performance venue
Check requisition for Mynderse Choir
Send check and thank you note to choir director
Email request to Tele-communications dept for mike, speakers and CD player
Create letters to Santa
Set them up by Santa's mailbox
At end of reception, sort letters by complete and not complete addresses
No address
Letters in dead file
Complete address
Complete letter from Santa
Drop letters at Mailroom
Tree and Menorah set-up
Advise the Director of Facilities the date and time of event
Email request to Tele-communications dept for mike, speakers and CD player
Need podium and light set-up outside
Facilities to test lights on tree and set-up menorah
Work order for walkie-talkies
Speech Prep
Determine how to include Hanukkah into festivities
Determine who is going to light tree
Include how this person is significant to the community
Santa
Call Santa & confirm date, offer to have suit cleaned
Schedule Fire Truck, Driver & back-up
Buy candy canes
Coordinate with Santa with walkie-talkie and candy canes
PR (tree lighting PR.xls)
Develop flyers, Press Release, Calendar listing & email broadcast
Call schools to determine number of flyers & date needed for Thanksgiving Newsletter
Determine where & # needed for local community distribution
Copy flyers
Sort them into numbers each school, NYCC & community locations needs
Distribute to local schools, NYCC & community locations
Send thank you notes to all involved in making the event possible
Holiday Open House Process
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Institutional Quality and Assessment
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