

UMCREDIT UNION

AGENDA

2016 Success Celebration Party

January 28, 2016

6:30 p.m. – 9:30 p.m.

UM Museum of Art (525 S. State St, Ann Arbor, MI 48109)

<u>Time</u>	<u>Agenda Item</u>	
3:00	Committee meets at Huron to pack up	
3:30	Catering arrival	CK
4:15	Committee leave Huron for UMMA	
4:30	Committee arrival for set up	
4:30	Red carpet rental arrival	Natalie
4:30-6:00	<u>Decorations committee</u> will set up	
	• Donna, Sharday and Chris will help	
4:30-5:30	Harriet, Jaya, Jordan and Marian set up welcome table	
4:30	AV arrival	Erica
5:00	Back drop photographer arrival for set up	Marian
5:30	Valet arrival	Harriet
5:30	Strolling Entertainment arrival	Carol
6:00	Magicians Arrival	Erica
6:00	Committee finish set up	
6:15	Strolling photographer arrival	Marian
6:30	Ragdoll Dance Troupe Arrival	Erica
6:00	Welcome and sign in table	
6:30-6:50	• Jordan & Donna & Harriet	
6:50-7:10	• Jaya & Carol & Erica	
7:10-7:30	• Theresa & Andrea & Jeannine	
6:30-8:00	Guests arrive, take photos, eat, mingle, do scavenger hunt, and watch strolling entertainment	
6:30-8:00	Food supervisors	CK & Chris
6:30-8:00	Coat check and photographer supervisors	Sharday & Marian
7:50-8:00	<u>Committee members</u> direct guests to seats	
8:00-8:05	Welcome Introduction	Julie
8:05-8:20	Ragdoll Dance Troupe	
8:20-8:35	Opening Remarks	Tiffany Ford
8:35-8:40	Slideshow – Year in Review	Julie
8:40-9:20	Awards Introduction (Jaya help pass out awards)	Julie
	1) <u>Hall of Fame Award criteria</u>	
	Hall of Fame slideshow	
	Award presentation & picture	
	2) <u>Amazing Service Star Award criteria</u>	
	Amazing Service Star slideshow	
	Award presentation & picture	

3) Most Valuable Team award criteria

Most Valuable Team slideshow

Award presentation & picture

9:20-9:25	Special message	Tiffany Ford
9:25-9:30	Prize drawings (Grand prizes & Scavenger hunt) • Donna & Jeannine help pass out prizes	Julie
9:30-9:35	Closing Remarks	Tiffany Ford
9:35-9:40	Final Announcements	Julie
9:40	As guests leave, <u>all committee members</u> hand them a gift	
9:50	Catering and rentals break down and pick up	