**PPDA Dec. Christmas Party Preparation (12/15/2022, 4-5 pm)**

**Location:** Online

**Attendee:**

**1. Christmas event plan**

5:00-5:30 Preparation and cards writing for sharing (Your memory of the past year, wish to next year, gratitude, etc.)

5:30-6:30 Dinner and talking

6:30-7:15 Christmas tree decoration and competition

7:15-8:00 Gift sharing lottery and cards sharing

**(0) Classroom check**

**(1) Stuff to buy (list before weekend, Lisa will buy)**

1. Christmas trees and decorations
2. Foods/Plates/Forks/Knifes etc

Pizza (Papa Johns, PizzaHut, Domino), Asian foods, Jimmy Jones, Penera bread

1. Drinks/Cups etc

Coffee (hot/normal), hot tea, hot coco, soda, juice, apple cider etc.

1. Deserts

Cookies, cupcakes, brownies, candies (for kids) etc.

1. Cards (100 or more if not expensive)

(48’) <https://www.walmart.com/ip/Cheer-US-48Pcs-Set-Mini-Christmas-Greeting-Cards-Envelopes-Cute-Stweety-Small-Size-Merry-Christmas-Greeting-Cards-Festival-Color/1268791662>

(110’) <https://www.walmart.com/ip/American-Greetings-Christmas-Lunch-Box-Mini-Notes-Santa-and-Friends-40-Count/148901870>

(40’) <https://www.walmart.com/ip/Dessie-110-Large-All-Occasion-Greeting-Cards-Assortment-w-Greetings-Inside-Birthdays-Sympathy-Thinking-Of-You-etc-Card-Organizer-Box-Dividers-Colored/712311576>

1. Gifts

Cups/Mugs (Purdue, Christmas)

**Backups:** 1. One big tree; 2. Decorating people; 3. Crayons, Sketch pens, color pencils, marker pens, Christmas tree sketches <https://resources.homemade-gifts-made-easy.com/christmas-tree-template/christmas-tree-template-basic-blank-outline-curved-branches.pdf>

Bring speakers, music

**(2) To do list (on Dec. 21 before the party 4:00 pm):**

**Dezhi, Elvita, Jesse, Fanfei, Cheta, Suhbaddep,**

1. Christmas trees and decorations pick up
2. Foods pick up
3. Drinks pick up

**(3) To do list (During the party 4:00-8:30 pm)**

1. Room decoration (board member arrive 1 hour before, volunteers arrive half hour before)
2. Table setup etc.
3. Registration (name checking, name tag writing, number giving, gift registration and numbering, bringing-food collection, having name on boxes and placing them properly 2-3’, 5-5:30 pm)
4. Cards writing for sharing (Your memory of the past year, wish to next year, gratitude, etc., 1-2’, giving and collecting cards, pens etc., 5-5:30 pm)
5. Dinner and talking (5:30 – 6: 30 pm)
6. Dinner pick-up (1-2’)
7. Disposal directions
8. Christmas tree decoration and competition (6:30-7:15 pm)
9. Grouping/Single
10. Materials distribution
11. Voting
12. Gift sharing lottery and cards sharing (7:15-8:00 pm)
13. Gift sharing (lottery)
14. Prepared gifts lottery
15. Cards sharing (lottery)
16. Cleaning

**2. Website update & communication platform (Elvita)**

(1) Brief Update information from the Discussion with IT group

(2) Who is responsible for the website? (3/4 people)

(3) Training attendee (next Thu/Fri)

Dezhi, Elvita, Jesse, Chetan, Thur.