



**Holiday Party Planning Meeting Agenda**  
**Wednesday, November 20, 2019 – 10:00 am**

**Welcome**

**1. Event details**

- a. Theme
- b. Date
- c. Time
- d. Venue

**2. Promotion**

- a. Cup sleeves
- b. Flyers
- c. Social media
- d. Newspaper
- e. Radio

**3. Activities**

- a. Photo booth – #outofthepicture
- b. Gingerbread house
- c. Cookie decorating
- d. String art ornament
- e. Coloring sheets
- f. Games
  - i. Cotton ball
  - ii. Candy cane
  - iii.

**4. Prizes/Giveaways**

**5. Food**

**6. Other**

**7. Next meeting**