**Orientation Debrief**

**Set-up:**

\***Facilitie**s/Kat & Rebecca: Work order sent in to facilities in mid-August. Set-up was completed the prior day. Based on attendance of 100 students seating arrangement was prepared for 120 seats consisting of 20-5’ round tables that seat 6 people per table. The staging area was set up against the wall near the entry way. Tables were omitted on stage to allow for 18 seats that were arranged on 5 blocks of 2’high x 3’square sections include steps on both sides of the stage for access. 2-5’ x 2’ tables were used as check in tables; one table was placed right of the door way while the other check in table was placed approx. 20’ from the entry way. In addition, 4-5’ x 10’ buffet tables were arranged opposite of the stage towards the back of the room near the kitchen area, these were used by catering services for refreshments.

\***Media Srv**. /Ben Hargett: Work order sent in mid-August. Set-up began 2 hours prior to event; 4 stand-up microphones for faculty panelists were placed on stage equally dispersed, including 2 microphones placed near concrete pillars for Q & A. Loan media srvs. cd’s to play before orientation & during breaks. Approximate cost (*as of 10/29/14*) Friday coast $225 and Saturday $360; Media Srv. did **NOT** charge for projection and split the cost for the PA between both days.

**\*Food Arrangements/Jan & Conference Service:**

The 3 food orders are attached for Friday Reception, Saturday All Day Beverages and Lunch. The total spent on food and drink was $1,899.23. Most people seemed to enjoy the food and with the gluten free and vegan options there was something for everyone. The dessert of mini cream puffs and éclairs was created for us by catering. We wanted something other than cookies but at less cost that the lemon bars and brownies. They were all eaten. Beverages needed to be refilled on Friday night and the labeling was done by me that night not the caterers—reason to have paper and pen available. The only left-over food Friday night was from the vegetable trays. We bagged up the veggies and served as a side with the bag lunches on Saturday. The catering people did provide signs for the lunch options. We took orders ahead for those people wanting salads instead of sandwiches and there were 6. I went ahead and ordered 15 and all but one was taken.

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| Order Name: ***MPA Orientation Reception***  |

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| https://evergreen.catertrax.com/images/campus_dining.png**Campus Dining Services at The Evergreen State College**2700 Evergreen Parkway NW,Olympia,WA 98505(360) 867-5017  |

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|  | INVOICE #3251  |

**Friday, 10/3/2014**Ordered On: 9/8/2014**A** Confirmed**Confirmed**  |
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| **Customer Information** |  |

|  |  |
| --- | --- |
| **First Name:** | Janet |
| **Last Name:** | Hays |
| **Campus:** | Olympia Campus |
| **Department:** | MPA |
| **Email:** | haysj@evergreen.edu |
| **Phone:** | 5939 |
| [**Click Here ToView the Policies, Terms & Conditions.Enter Your Initialsto Accept.:**](https://evergreen.catertrax.com/%20/%20evergreen.catertrax.com/%20shoppolicies.asp?intOrderID=%28%7C%28%7B&intCustomerID=%2E%7B) | JH |
| **Tax Exempt :** | True |

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| **Payment Information** |  |

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| --- | --- |
| **Payment Type :** | Internal Invoice by Budge... |
| **Approval Email:** | kingcs@evergreen.edu |
| **Org Number:** | 25201 |
| **Name of Billing Contact:** | Cheryl Simrell King |
| **Billing Contact Phone #:** | 5541 |
| **Billing Address including On Campus Mailbox:** | Lab 1 |

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| **Delivery / Pickup Information** |  |

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| **Method:** | Delivery On Campus |
| **Delivery Contact:** | Janet Hays |
| **Delivery Phone:** | 206 235 2460 |
| **Event Name:** | MPA Orientation Reception |
| **Building:** | Library |
| **Room #:** | 4300 |

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| **Event Information** |  |

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| **Guest Count:** | 120 |
| **Pick-up/ Delivery Date:** | Friday, 10/3/2014 |
| **Catering Setup Time:** | 2:15 PM |
| **Catered Event Start Time:** | 4:30 PM |
| **Event End Time:** | 7:00 PM |
| **Food Clean-up Time:** | 8:00 PM |

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| **FOOD**  | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif |

 | **Qty.**  | **Price**  | **Ext.**  |

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| **Fresh Garden Crudités**Grilled Pita Triangles **Both Ranch Hummus and Artichoke Lemon Dip** | 5 | $29.39 | $146.95 |
| **Cold Hors d`Oeuvres\* - Spinach Dip with Pita Chips - per dozen** | 4 | $17.89 | $71.56 |

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| **Assorted Mini Cream Puffs and Eclairs-Dozen** | 10 | $12.39 | $123.90 |

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| **BEVERAGES**  | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif |

 | **Qty.**  | **Price**  | **Ext.**  |

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| **Iced Tea - per gallon** | 3 | $10.99 | $32.97 |
| **Lemonade - per gallon** | 4 | $10.99 | $43.96 |

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| **Ice and Infused Water - per gallon** | 5 | $5.09 | $25.45 |

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| **OTHER**  | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif |

 | **Qty.**  | **Price**  | **Ext.**  |

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| **Chicken Salad Finger Sandwiches-DZ**-Triangle no crusts | 8 | $8.66 | $69.28 |
| **Tuna Salad Finger Sandwiches-DZ**-Cut in Triangles no crust | 8 | $8.66 | $69.28 |

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| **Cream Cheese and Cucumber Tea Sandwiches on Gluten Free-DZ**-No Crusts | 8 | $8.66 | $69.28 |

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| \* The administrative charge is not intendedto be a tip, gratuity, or service charge forthe benefit of employees. |

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| **Order Totals**  |
| **Sub Total** | $652.63 |
| **Order Total** | $652.63 |
| **Balance Due** | **$652.63** |

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| **Special Instructions** |  |

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| We would like the drinks available at 2:15 pm when we start and the food set up and available by 4:30pm. Thanks.  |

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| **Invoice #3251** |
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| Order Name: ***MPA Orientation Lunch***  |

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| https://evergreen.catertrax.com/images/campus_dining.png**Campus Dining Services at The Evergreen State College**2700 Evergreen Parkway NW,Olympia,WA 98505(360) 867-5017  |

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|  | INVOICE #3255  |

**Saturday, 10/4/2014**Ordered On: 9/8/2014**U** Confirmed**Confirmed**  |
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| **Customer Information** |  |

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| --- | --- |
| **First Name:** | Janet |
| **Last Name:** | Hays |
| **Campus:** | Olympia Campus |
| **Department:** | MPA |
| **Email:** | haysj@evergreen.edu |
| **Phone:** | 5939 |
| [**Click Here ToView the Policies, Terms & Conditions.Enter Your Initialsto Accept.:**](https://evergreen.catertrax.com/%20/%20evergreen.catertrax.com/%20shoppolicies.asp?intOrderID=%28%7C%28%7F&intCustomerID=%2E%7B) | JH |
| **Tax Exempt :** | True |

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| **Payment Information** |  |

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| **Payment Type :** | Internal Invoice by Budge... |
| **Approval Email:** | kingcs@evergreen.edu |
| **Org Number:** | 25201 |
| **Name of Billing Contact:** | Cheryl Simrell King |
| **Billing Contact Phone #:** | 5541 |
| **Billing Address including On Campus Mailbox:** | Lab 1 |

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| **Delivery / Pickup Information** |  |

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| **Method:** | Delivery On Campus |
| **Delivery Contact:** | Janet Hays |
| **Delivery Phone:** | 206 235 2460 |
| **Event Name:** | MPA Orientation lunch |
| **Building:** | Library |
| **Room #:** | 4300 |

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| **Event Information** |  |

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| **Guest Count:** | 120 |
| **Pick-up/ Delivery Date:** | Saturday, 10/4/2014 |
| **Catering Setup Time:** | 11:15 AM |
| **Catered Event Start Time:** | 12:00 PM |
| **Event End Time:** | 5:00 PM |
| **Food Clean-up Time:** | 5:30 PM |

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| **FOOD**  | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif |

 | **Qty.**  | **Price**  | **Ext.**  |

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| **Signature Brown Bag Lunch**Chips, Candy Bar **California Turkey with Fresh Veggies and Ranch Dressing on Wheatberry Bread** **20 of the order instead of sandwich will be salad (designed by Penny) for our vegetarian/gluten free friends. Number may change as date approaches but we will be in contact.**  | 110 | $6.89 | $757.90 |
| **Garden Tofu Salad**Sesame Marinated Tofu / Romaine / Spring Greens / Fresh Vegetables/Asian Style Vinaigrette/Chips/Candy BarNO EGG  | 20 | $10.89 | $217.80 |

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| \* The administrative charge is not intendedto be a tip, gratuity, or service charge forthe benefit of employees. |

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| **Order Totals**  |
| **Sub Total** | $975.70 |
| **Order Total** | $975.70 |
| **Balance Due** | **$975.70** |

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| **Special Instructions** |  |

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| **Invoice #3255** |
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| Order Name: ***MPA Orientation Beverages***  |

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| https://evergreen.catertrax.com/images/campus_dining.png**Campus Dining Services at The Evergreen State College**2700 Evergreen Parkway NW,Olympia,WA 98505(360) 867-5017  |

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|  | INVOICE #3256  |

**Saturday, 10/4/2014**Ordered On: 9/8/2014**A** Confirmed**Confirmed**  |
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| **Customer Information** |  |

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| --- | --- |
| **First Name:** | Janet |
| **Last Name:** | Hays |
| **Campus:** | Olympia Campus |
| **Department:** | MPA |
| **Email:** | haysj@evergreen.edu |
| **Phone:** | 5939 |
| [**Click Here ToView the Policies, Terms & Conditions.Enter Your Initialsto Accept.:**](https://evergreen.catertrax.com/%20/%20evergreen.catertrax.com/%20shoppolicies.asp?intOrderID=%28%7C%28%7C&intCustomerID=%2E%7B) | JH |

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| **Payment Information** |  |

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| **Payment Type :** | Internal Invoice by Budge... |
| **Approval Email:** | kingcs@evergreen.edu |
| **Org Number:** | 25201 |
| **Name of Billing Contact:** | Cheryl Simrell King |
| **Billing Contact Phone #:** | 5541 |
| **Billing Address including On Campus Mailbox:** | Lab 1 |

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| **Delivery / Pickup Information** |  |

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| **Method:** | Delivery On Campus |
| **Delivery Contact:** | Janet Hays |
| **Delivery Phone:** | 206 235 2460 |
| **Event Name:** | MPA Orientation beverages |
| **Building:** | Library |
| **Room #:** | 4300 |

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| **Event Information** |  |

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| **Guest Count:** | 120 |
| **Pick-up/ Delivery Date:** | Saturday, 10/4/2014 |
| **Catering Setup Time:** | 8:00 AM |
| **Catered Event Start Time:** | 8:15 AM |
| **Event End Time:** | 5:00 PM |
| **Food Clean-up Time:** | 5:30 PM |

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| **BEVERAGES**  | https://evergreen.catertrax.com/catertrax_images/prod_tr.gif |

 | **Qty.**  | **Price**  | **Ext.**  |

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| **Regular and Decaffeinated Coffee - per gallon** **Just regular, no decaf with lots of half/half, please. Please refresh coffee and water before lunch and water again mid-afternoon if necessary.** | 8 | $18.69 | $149.52 |
| **Assorted Hot Tea - per person** **Just regular, no decaf with lots of half/half, please. Please refresh coffee and water before lunch and water again mid-afternoon if necessary.** | 20 | $1.29 | $25.80 |

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| **Ice and Infused Water - per gallon** **Just regular, no decaf with lots of half/half, please. Please refresh coffee and water before lunch and water again mid-afternoon if necessary.** | 10 | $5.09 | $50.90 |

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| \* The administrative charge is not intendedto be a tip, gratuity, or service charge forthe benefit of employees. |

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| **Order Totals**  |
| **Sub Total** | $226.22 |
| **Delivery Charge** | $25.00 |
| **Tax (8.7%)** | $19.68 |
| **Order Total** | $270.90 |
| **Balance Due** | **$270.90** |

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| **Special Instructions** |  |

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| Beverages for all day event. Separate order placed for noon lunch (invoice 3255) |

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| **Invoice #3256** |
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**Name Tags:** Instead of the hanging variety that we have purchased in the past, we tried stick-on labels that were far available from the supplies downstairs for no charge. Even printing 2 sets—one for each day they were less work than the others and we didn’t have to worry about trying to collect them at the end of the day. I separated the General name tags from the Tribal ones and had them alphabetized next to the check in sheets. We added small object stickers to the name tags to break students into the groups of 6 and put the identifying object on each table where they were to sit The students stayed in that seating arrangement for the duration of the orientation when together in room 4300.

**Hand-outs:** We tried to keep paper to a minimum but did make copies of the following documents that we distributed in the large MPA envelopes: agenda, photography permission form, evaluation and the smoking area campus map. All these hand-outs are saved on the O-Drive. On Friday before the faculty panel we distributed the bio pages that Cheryl had put together and on Saturday each student got a campus map for the scavenger hunt with directions on the back. I ran the hand-outs off on the Lab 1 copy machine and did not send the order to the copy center so no direct cost was added.

**Event:**

**Opening** Delbert Miller via Tina Kuckkahn; Contacted and confirmed in August.

**Welcome & Introductions** \*Thank you Cheryl

**Scavenger Hunt:** Cheryl wrote community building clues to send the students in their table groups on a scavenger hunt around the campus to 5 important sites Saturday morning. We created brown bags identified with MPA bookmarks filled with candy and clues for each site. Each group at the end of the exercise stapled their 5 clues together with their table marker to be eligible for the drawing for a prize. The prize was the infamous MPA card case engraved with the 2005 date—each student in the dog paw group received the prize.

**IMPORTANT-For the Future**

* Need to remind facilities to re-stock bathroom tissue **Friday** and to empty trash receptacles/providing we have a 2-day orientation
* Only print documents that require signature, all other insert materials can be mailed out to the students in attachments over the course of 1 – 2 weeks prior to orientation-send out incrementally
* Need to schedule rooms far in advance (rooms are scheduled in the summer for fall courses advance) as soon as we know an anticipated amount of students attending we MUST reserve our rooms
* Bring table cloths for check-in tables
* Ran out of beverages last year (ordered to serve 120 participants), consider ordering more
* Bring camera or arrange for TESC campus photographer, consider cost factor; also note that students have not turned in their photo authorization form so we won’t know who doesn’t want their photo taken [campus photographer-Shauna-usually will ask prior to taking photographs
* Ceremony speaker & partner (Delbert Miller & Tina Kuckkahn) they were disappointed in that the tribal cohort arrived late as they had, speaker had other engagements to attend that day; we need to be more cognizance of our schedule in the future.

Expense for joint MPA Orientation (excludes labor cost):

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| $200.00 |  | Opening Ceremony | Delbert Miller | PN |
| $1,899.23 |  | Conference Srvs. | Food & beverages for 2 days, set-up & break-down | Jan Hays |
| $585.00 |  | Media Srvs. | Sound (mics) system | PN |
| $322.50 |  | Facilities | Stage set-up, room prep., trash pick-up & bathroom maintenance | PN |
| $3,006.73 |  | Total cost of expenses |  |  |

All documentation is stored on the “O” drive; follow this path for all docs used for 2014 orientation O:\MPA\Orientation\Orientation Fall 2014