

From: Katherine Veldran <kveldran@gmail.com>
To: Veldran, KatherineKatherineVeldran@gov.sc.gov
Date: 11/28/2016 1:00:43 PM
Subject: Fwd: Holiday Reception Staffing

----- Forwarded message -----

From: Nicole Priester <nicolepriestersc@gmail.com>
Date: Mon, Nov 21, 2016 at 2:48 PM
Subject: Holiday Reception Staffing
To: Camlin Moore <camlinmoore@gmail.com>, Abby Scott <abbyscottsc@gmail.com>, Swati Patel <sspatel16@hotmail.com>, Austin Smith <austinmsmith@gmail.com>, David Glaccum <david.glaccum@gmail.com>, Katherine Veldran <kveldran@gmail.com>, Rob Godfrey <robertsgodfrey@gmail.com>, Rebecca Schimsa <schimsa@gmail.com>, Beth Webb <elizabethdaviswebb@gmail.com>, Katherine Philpott <philpottkatherine@gmail.com>, Haley Mottel <mottelh@gmail.com>, Chaney Adams <adams.chaney@gmail.com>, Hal Peters IV <hal.petersiv@gmail.com>, Brian Symmes <bsymmes6@gmail.com>
Cc: Kelly Ervin <kellyervin18@gmail.com>

All- Please see below. If you are receiving this email it is because you are needed to attend/staff an upcoming holiday reception at the Mansion. I have spoken to majority of the people on this list, but please let me know if you are unable to attend.

Thanks,

Nicole

Monday, December 5, 2016

TIME: 5:30-7:30 PM

EVENT: Holiday Open House

LOCATION: Mansion

STAFF:

1. Abby Scott (Staff NH)
2. Camlin Moore (Press/Photos)

POC: Mansion Staff

NAMETAGS: No.

SPECIAL INSTRUCTIONS: Open to the public. There is no charge and no reservation is needed.

There will be a Mansion Docent and Columbia Garden Club member in each room to answer questions. The Columbia Garden Club has decorated the Mansion since 1981. This year is their 35th year of decorating. Chef Steven Jankowski will create a gingerbread house, which will be on display. Music will be provided by The Carillon Carolers and the Heart of Columbia Chorus. Santa will be here and hot chocolate and cookies will be served. Canned goods will be collected for Harvest Hope Food Bank. Wreaths on the grounds made by the Horticultural Division of SC Dept. of Corrections. The Lace House will not be decorated this year. The Welcome Center in the basement of the Caldwell-Boylston House will be open.

Tuesday, December 6, 2016

TIME: 6:00-7:30 PM

EVENT: Holiday Reception (Donor)

LOCATION: Mansion

STAFF:

1. Abby Scott (Staff NH)
2. Swati Patel (Float)
3. Austin Smith (Float)
4. David Glaccum (Float)
5. Katherine Veldran (Float)
6. Rob Godfrey (Float)
7. Rebecca Schimsa (Nametags)
8. Beth Webb (Nametags)

POC: Nicole Priester

MENU: TBD

NAMETAGS: Yes.

ATTENDEES (including the Governor): Around 250 attendees.

Tuesday, December 13, 2016

TIME: 6:00-7:30 PM

EVENT: Holiday Reception (GOP)

LOCATION: Mansion

STAFF:

1. Abby Scott (Staff NH)
2. Swati Patel (Float)
3. Rob Godfrey (Float)
4. Katie Philpott (Float)
5. Katherine Veldran (Float)
6. Haley Mottel (Float)
7. Chaney Adams (Float)
8. Nicole Priester (Nametags)
9. Hal Peters (Nametags)

POC: Nicole Priester

MENU: TBD

NAMETAGS: Yes.

ATTENDEES (including the Governor): Around 215 attendees.

Thursday, December 15, 2016

TIME: 5:30-7:00 PM

EVENT: Holiday Reception (Reporters/Media)

LOCATION: Mansion

STAFF:

1. Abby Scott (Staff NH)
2. Swati Patel (Float)
3. Rob Godfrey (Float)
4. Chaney Adams (Float)
5. Brian Symmes (Float)
6. Camlin Moore (Float)

POC: Nicole Priester

MENU: TBD

NAMETAGS: No.

ATTENDEES (including the Governor): Around 60 attendees.