

**HEALTH SERVICES PROFESSIONAL ADVISORY COMMITTEE  
(HSPAC)**



**STANDARD OPERATING PROCEDURES FOR  
HOLIDAY LUNCHEON PLANNING CEREMONY  
VERSION: 1.0  
OCTOBER 19, 2015**



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## **HSPAC Holiday Luncheon**

### **I. Purpose**

The purpose is to provide Standard Operating Procedures for the HSPAC Holiday Luncheon. The HSPAC team manages the overall planning, announcing and coordination of the annual HSPAC Holiday Luncheon.

### **II. Team Leads Roles and Responsibilities**

#### **Planning Team Members (1 – 2 Officers)**

- First Month
  - Team works together to select a venue that would accommodate about 30-60 officers that is centrally located within the DC area.
  - Emails are sent out to various restaurants requesting information regarding private events or luncheons at their location. The Point of Contact (POC) at the restaurants in charge of private events will then email their private dining guides listing the pricing and available menus along with food and beverage minimums for large groups.
  - The team then decides on the best venue that will accommodate officers based on space requirements and price.
  - Once the venue has been selected it is then sent to the HSPAC Chair for approval. The HSPAC Chair then makes the final decision on the selected venue and once that is determined the team can move ahead with the planning process.
  - The team meets to discuss sending out an email to announce where the luncheon will be held. The email announcement is then prepared and sent to the HSPAC Communication Committee to be added to the HSPAC Weekly announcements
  
- Second Month
  - The team meets to review the menu for the venue and to decide which items should be included or selected for the holiday luncheon.
  - After the menu is selected the POC at the venue will then work up an estimate based on the number of officers that may attend the luncheon to determine the price. The price of the luncheon is highly based on the number of officers that will attend the luncheon.
  - Once the POC has provided a price for the luncheon to the team, an email is then prepared with updated information including price to be sent out via the HSPAC Weekly announcements to all officers with the cost and RSVP information.
  - As the event date draws closer continue to communicate all changes to the POC, this would include changes in the number of attendees, menu changes and logistics. This should be done a month prior to the event.

- **Third Month**
  - A month prior to the event continue to keep the HSPAC Chair in the loop regarding the final cost of the event and any additional information regarding the venue and program set up for that day.
  - On the day of the event, final payments should be collected from all officers in attendance. This can be done by using the RSVP log/spreadsheet to keep track of those officers that have paid in advance. In some cases there will be some individuals that have elected to pay at the door. Make sure their payment is collected at that time. If this should happen please make sure to communicate with the POC at the venue to make sure there is enough food for the additional officers.
  - At the end of the event the POC will produce the final bill at which time the team will review it with the HSPAC Chair for any discrepancy. A final overview of the event which includes reports of issues encountered and any feedback is discussed with the POC at the very end of the event.

**III. Number of Officers Needed**

Two officers are needed to be a team for planning the HSPAC Annual Holiday Luncheon. The number of volunteers needed for this event will vary depending on the number of officers attending the Luncheon.

**IV. Time for Planning**

Planning for the HSAPC Annual Holiday Luncheon will need to take place at least three months prior to the event date.

**V. Level of Effort**

A medium level of effort is required to ensure the success of the HSPAC Annual Holiday Luncheon.

**VI. HSPAC Approval Process**

Four months prior to the event the HSPAC Chair will discuss ideas, suggestions and set a date for the holiday luncheon. The HSPAC Chair will select a Co-Lead to assist with planning the luncheon as well as taking the lead to manage the planning for the luncheon the following year. The HSPAC Chair approves the venue and an announcement will go out to HSPAC officers by late October.

**VII. Evaluation**

An evaluation survey should be sent out to the HSPAC via Listserv to gather feedback and any recommendations for process improvement.

**VIII. After Action Report/Hot Wash**

After an analysis of the survey has been completed, an after action report/Hot Wash should be conducted to identify best practices.

**IX. SOP Revision**

This SOP should be revised annually to accommodate for any improvement in processes and best practices identified.