

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



**STANDARD OPERATING PROCEDURES FOR
SOCIAL EVENT CEREMONY
VERSION: 1.0
DECEMBER 9, 2015**

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HSPAC Social Event

I. Purpose

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

II. Team Leads Roles and Responsibilities

Planning Team Members (1 – 2 Officers)

- Six Months prior to event
 - Planning Team works together to select a venue that would accommodate about 150-200 officers that is centrally located within the area where the PHS Scientific and Training Symposium is held.
 - Research on local restaurants/venues takes place online and via phone calls. If available, officers local to area are also enlisted to join the team as additional resources. E-mails 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 Social Event will be held. The email announcement is then prepared and sent to the HSPAC Communication Committee to be added to the HSPAC Weekly announcements
 - There exists the option of the annual HSPAC Social Event being part of a larger USPHS Joint Combined Social Event in some if not all years. In years this is available, the annual HSPAC Social Event will have the option of being part of the USPHS Joint Combined Social, including participating in the USPHS Joint Combined Social Planning Committee. The final decision will rest with the HSPAC Chair.

- Five months prior to event
 - The team meets to review the menu for the venue and to decide which items should be included or selected for the Social Event.
 - 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 Social Event to determine the price.
 - Once the POC has provided a price for the venue 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.
- Three months prior to the event
 - Three months 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.
- Two months to one month prior to 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.
 - Verify with the venue's policy to determine when the final bill have to be settled (prior or after the completion of the event). 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 Social Event. The number of volunteers needed for this event will vary depending on the number of officers attending the Social Event.

IV. Time for Planning

Planning for the HSAPC Social Event will need to take place at least six months prior to the event date.

V. Level of Effort

A high level of effort is required to ensure the success of the HSPAC Social Event.

VI. HSPAC Approval Process

Six months prior to the event the HSPAC Chair will discuss ideas, suggestions and set a date for the Social Event. The HSPAC Chair will select a Co-Lead to assist with planning the Social Event. The HSPAC Chair approves the venue and an announcement will go out to HSPAC officers three months prior to the event.

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.