

RUN OF SHOW

25, 30, 35, 40, 45, 50, 55 - Years

Employee Recognition at LA General Medical Center

June 22th, 2023 from 11:00am – 1:30pm

TIME	CONTENT	WHO
6:00am-7:00am	Inflate balloons/set up balloon arch	Alex + employee engagement
7:00am-8:00am	Step and repeat, podium, mic set up	Gabby, podium, Wellness Center (mic set up)
8:00am-9:00am	Set up tables and chairs	Set up will be completed Servicon. Point of contact is Bill Walton
9:00am-10:00am	Table decorations	Employee engagement
10:00am -10:30am	In N Out Truck Arrives	Ricardo/Kassandra
10:00am – 10:30am	Balloon Arch - Bouquets	Employee Engagement/Vol.
10:00am–10:30am	Final Walk Through	ALL teams
11:00-11:30 pm	Invited guests arrive/register Reception (Welcome guests with fruit cups)	Guests will check in with registration and receive 2 tickets (1 meal and 1 for fruit cup). T-shirt will be given during registration.
11:10am – 11:30am	Voice of God	Concepcion Castro will inform staff to take their seats and fill out order forms
11:30am – 12:30pm	Lunch Orders taken /Gaby in charge of In-N-Out orders.	Volunteering staff/managers
Program Begins		
11:30am-11:35am	Jorge Orozco CEO Remarks	Jorge Orozco Chief Executive Officer welcoming remarks
11:35am-1:00pm	CEO will begin the calling of the names by year	CEO
	Staff will receive their certificate, pin, coin, and will be photographed	DHS photographer
12:00pm-1:30pm	Food will be distributed	volunteering managers and staff members
1:00pm -1:30pm	Staff continue to eat/mingle/take photos	
Program Concluded		
1:30pm-2:30pm	Clean Up by EVS – Trash / Volunteers – Backdrop /Podium/	