



# ITS/UIT/UMB Halloween Party!

**Date: October 26, 2018**

**Location: 102 Tower, Floors 1-7**

**Schedule of Events:**



**10:00 – 11:00 Decorating Contest:** Photographer will make the rounds

**12:00 – 2:00 Costume Contest:** If you would like to be considered for the contest, come to have your photo taken in the Zion conference room on the 5<sup>th</sup> floor

**1:00 – 3:00** Bring your kids to walk through the floors and “trick-or-treat” with us! Those who would like to participate are invited to bring candy to pass out to all the little ghosts and goblins.

**Through Oct 30<sup>th</sup>** Vote for your favorite space and costume. (Survey to be emailed later.) **Winners announced Oct 31<sup>st</sup>**

**GET STARTED BEGINNING OCTOBER  
1ST ON YOUR OFFICE/CUBICLE DECORATING!**

**Be sure to follow the guidelines below to be eligible to win.**

**DECORATING & COSTUME RULES!!**



**DON'T** use push pins or tape on the ceiling – use a paperclip between the ceiling tile and track to hang your decorations.



**DON'T** use noise-producing decorations (sigh, we know!)



**MAKE** sure decorations & costumes are workplace appropriate!  
No masks.

## Questions?

**Contact Donna West - [donna.west@hsc.utah.edu](mailto:donna.west@hsc.utah.edu) (x34046)**

