

# Colonial Williamsburg News **EXTRA**

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## **"Bidders Brown Bag Lunch" is December 14**

Thinking about bidding on a new job at CW? Need some tips on how to properly prepare for the interview? Want to know how to make that bid sheet stand out from the competition? Then come to the special "Bidder's Brown Bag Lunch" on Wednesday, December 14, at the Roscoe Cole Stable, behind the Roscoe Cole House on Market Square near the Courthouse.

Lynn Bloch, director of Employment, and George Collins, director of Human Resources Development, will be there to explain CW's job bidding process--how it works, and how to make it work for you.

The lunch begins at 11:30 a.m. and lasts until 1 p.m. You may come and go as your schedule allows. This is an informal session, so bring your brown bag lunch and join us.

## **Special employee book signing**

Looking for a special Williamsburg gift to give the book-lover in your family? Then come to the special employee book signing and sale on Wednesday, December 14, from 5 p.m. to 7 p.m. at the Visitor Center Bookstore.

George Yetter, author of Williamsburg: Before and After, will be on hand to sign copies of this newest Colonial Williamsburg book which details, in words and pictures, the transformation that has made CW the special place it is today.

Employees will receive an additional 10% discount during this time only--for a total discount of 35%. Retail price for "Williamsburg" is \$24.95 each. Your price is just \$16.22 each.

Signed copies of John Selby's book, Revolution in Virginia, for those with a scholarly interest in Virginia's role in the Revolution, will also be available. Retail price for "Revolution" is \$24.95; your price is \$16.22 each.

Please bring your valid employee or

dependents pass to receive your discount.

## **Enjoy selected holiday meals at a special discount**

CW employees and their guests may purchase discount tickets for the following selected Christmas meals and events:

### **Groaning Board**

December 13, 15, 19, 21, 28

Employee price: \$25 (regularly \$34)

### **Christmas Buffet**

December 11, 23, 24, 25, 28, 29

Employee price: \$15 (regularly \$20)

### **New Year's Eve Buffet**

December 31

Employee price: \$45 (regularly \$65)

Tickets for these events can be purchased at the Visitor Center Administration Office, Monday-Friday, 9 am. to 4 p.m. Please present your valid employee or dependents pass.

## **Open enrollment ends December 15 at 5 p.m.**

If you wish to change your medical benefit--either the plan in which you are enrolled, the number of dependents--or if you do not wish to enroll in either of our medical benefit plans, you must complete an enrollment form by December 15 at 5 p.m.

Stop by Franklin Street Room 148 before December 15 between 8:30 a.m. and 5 p.m., Monday-Friday, to sign your card. Remember, if you do not want to change your present coverage in any way, you do not have to complete an enrollment form.

## **Jewelry Sale ends December 11**

Our annual employee jewelry sale will last through December 11. Employees will receive 40% off of all gold and silver jewelry. You must show your VALID EMPLOYEE PASS to enjoy this substantial discount!

To accommodate employees, the following shops will be open:

|                |                  |
|----------------|------------------|
| Mary Dickenson | 8 a.m. to 5 p.m. |
| Golden Ball    | 8 a.m. to 5 p.m. |
| Tarpley's      | 9 a.m. to 6 p.m. |

**Fourth Annual Historical Interpretation Christmas Craft Show and Sale to benefit HI's Christmas Basket**

The fourth annual Christmas Craft Show and Sale sponsored by the Department of Historical Interpretation will be held on December 7, 8, and 9 from 10:30 a.m. to 6:30 p.m. in the Roscoe Cole Stable located behind the Roscoe Cole House on Market Square. The \$1 admission fee is good for all three days and will entitle you to a raffle for door prizes (one to be given each day).

The purpose of the show is to generate money for Historical Interpretation's Christmas Basket. Admission fees and 15% of all proceeds will go to help support the DHI Christmas basket families.

**Hotel and Food and Beverage Winter Class Schedule**

CWHPI continues to offer Food and Beverage and Hotel Management courses sponsored by the Educational Institute of the American Hotel and Motel Association.

Employees can take each course on an individual basis or as a series of five courses in one of two areas, F & B management or hotel management, leading to an industry-recognized certificate of specialization.

Please contact Susan Steinhauer, ext. 7115, for further information. Call by December 15 to enroll in the following winter courses:

**348 Food and Beverage Service -**

This course is intended for restaurant managers, assistant managers, Dining Room captains, supervisors covering the planning and successful management of different types of food and beverage operations and tailoring what you learn in this course to your food and beverage individual needs. Ten weeks, Thursday evenings 4 p.m. to 6:30 p.m., January 12 through March 16, 1989

**371 Marketing of Hospitality**

**Services** - This course is of interest to front office, convention service and reservation personnel. This course spells out how to develop, implement, and evaluate a marketing plan focusing on marketing techniques specific to hospitality service. Ten weeks, Tuesday evenings, 4 p.m. to 6:30 p.m., January 10 - March 14.

**446 Hospitality Purchasing Management** - This course is intended for F & B managers, assistant managers, beverage managers and hotel accounting personnel. This course offers the opportunity to obtain the knowledge you need for buying major commodities and non-food supplies and to learn how to manage food purchasing. Ten weeks, Thursday mornings, 9:30 a.m. to 12 p.m. January 12-March 16.

**Celebrate!**

Do you have 20 or more years of service with Colonial Williamsburg? If so, then plan to join your friends and co-workers on Tuesday, December 13 for the annual meeting of the Twenty-Year Club, Williamsburg Lodge, beginning at 3 p.m.

41 new members will be welcomed into the club this year. In addition, 46 "milestone" employees--those celebrating 25, 30, 35, 40, and 45 years of service--will be honored for their service to CW. This distinguished group numbers over 700 active and retired employees.

Along with the traditional food and fellowship, this year's get-together promises some special surprises! Twenty-year Club members come celebrate!

**Charrette will address "Ceramics in Colonial Life, Here"**

The fall charrette, "Ceramics in Colonial Life, Here", will be held on Tuesday, December 13, at 3 p.m. in the Wallace Gallery. Four staff researchers will address this topic and report on recent research and the status of ceramics at CW. A visit to the Ceramics Study Area in the Wallace Gallery follows the charrette.

**The Foundation library  
will be closed**

**December 24 - December 26  
and December 31 - January 2**

The library will resume regular scheduling on Tuesday, January 2, 1989.

**Colonial Williamsburg in the news....**

Christmastime festivities in Colonial Williamsburg will be featured in several local and national television programs this holiday season.

ABC-TV's "Good Morning America", plans to air a segment on Christmas in the Historic Area on December 19. Christmas decorations designed by CW's floral section staff using a folk-art theme will be seen on the program December 19-30. The program airs locally from 7 to 9 a.m. on WVEC-TV, Channel 13 and WXEX-TV, Channel 8.

The Nutrition News crew of Cable News Network, Atlanta, videotaped two stories here Dec. 4-7. One focused on holiday dining and the foodways program; the other on were 18th-century cooks got their supplies.

WWBT-TV, Channel 12, Richmond, will broadcast live from the East Lounge of the Williamsburg Inn on December 9.

Also in the Historic Area on December 9, WXEX-TV, Channel 8, Richmond will be videotaping festivities for one of a series of 60-second holiday vignettes, and a "PM Magazine" crew from Greensboro, NC, will be taping a week's worth of shows to be broadcast in their market area.

**For some, Christmas is but a dream...**

CW employees can make Christmas a reality for those who are less fortunate! Support the Christmas basket in your area by donating food, toys, clothing, and money!

The Colonial Williamsburg Christmas Basket project...making dreams come true!

**Get your car ready for the holidays!**

Whiz Auto Wash on Second Street is offering a 10% discount to all employees and dependents during the months of December, January, and February. You

must show your valid employee or dependents ID. This offer is not valid with any other discount.

**Exercise Incentive Rebate**

The Exercise Incentive Rebate is available to any employee who participates in a paid, structured, organized exercise program. If you exercise for eight hours (minimum) a month you could be entitled to a \$5 rebate per month. This is a total of \$60/year. If one of your New Year's resolutions is to exercise, come by Room 132 and pick up an Exercise Incentive Rebate card.

1988 fourth quarter (October-December) cards are due by Friday, January 13, 1989.

Questions? Concerns? Call Sue Houser, ext. 7029.

**Start the New Year with Weight Watchers!**

CW's next eight-week session of Weight Watchers At-work Program starts January 11, 1989. We meet Wednesdays from Noon to 1 p.m. The cost is \$67. Employees, retirees, and their spouses are invited to participate. Employees who attend all eight meetings will be eligible for a 25% rebate on the registration fee. The registration deadline is Wednesday, January 4, 1989. Checks should be made payable to CW. No cash please!

Weight Watchers is a four-step program that focuses on food, nutrition, exercise, and self-discovery plans, and a group support system. Participants learn how to prepare nutritionally-balanced and interesting meals; eat at home or in public according to the program's guidelines; and identify and control situations that trigger eating.

Questions? Concerns? Would love to join? Call Donna Whalen, ext. 7118.

**Report ALL wages to the VEC**

If you receive unemployment compensation benefits, the Virginia Employment Commission (VEC) **requires** that you report **all wages** on a weekly basis.

These wages include cash tips, service charges, banquet income, regular

wages, commissions, bonuses, back pay, severance pay and any other payments made by an employer. When your initial claim is filed with the VEC, they will explain how to report these wages.

If you need more information, contact Iris Diggs, ext. 7047 or Ed Joyner at ext. 7043.

### Ski trip planned for February 23

An all-day ski trip is planned for Thursday, February 23, at Wintergreen! Employees, retirees, spouses, and (if space is available) friends are encouraged to come and have fun--and its good exercise too!

Trip registration deadline is Friday, January 27, 1989 and the cost is \$46.50 (\$39.50 for transportation and ski lift ticket and \$7 for equipment rental). If you have your own equipment, you can use it and save some money.

Checks should be made payable to Colonial Williamsburg.

We leave Williamsburg at approximately 6 a.m. and return around 8 p.m. You will be responsible for your own meals.

If you are interested in joining this trip, please call Sue Houser at ext. 7029 for more information.

### Sketching classes for beginners and advanced students

Will Gwilliam and Kent Brinkley again will share their expertise and experience with willing sketching students! These classes are open to employees, retirees, and their spouses.

Beginners' classes are scheduled for Wednesday evenings, 5:30 to 7 p.m., for ten weeks beginning January 11, 1989. There is a \$12 fee to cover the materials (sketch pad, pencils, eraser, and eraser shield.) Class size is limited, so only the first twenty people who pay the registration fee can be accepted. Please make checks payable to Colonial Williamsburg.

The beginners' class will focus on technical skills including mental imaging, line perspective, isometric drawing, the use of shades, shadows, textures, and tones and composition.

The registration deadline for the beginners' class is Friday, December 30. Please bring checks to Sue Houser in Room 132 of the Franklin Street Office Building between 9 a.m. and 5 p.m.

Three weeks of advanced classes will be offered to students who are interested in moving on to pen and colored pencil sketching. These three classes will be offered on Wednesdays beginning March 22, 1989, 5:30 p.m. to 7 p.m. More information about this class will be communicated in February.

If you have any questions about the beginners' or advanced classes, please call Sue at ext. 7029.

### Bowling mini-league begins January 17

The first 10-week bowling mini-league of 1989 begins Tuesday, January 17, 1989. The league is open to teams made up of CW employees and spouses (if on the same team as the employee). These are four-person teams with at least one person of the opposite sex.

The cost of the league per night includes: three games at \$1.95, \$1.15 for shoes (if you rent them), \$.65 prize fund, and \$.25 for secretary/treasurer for a total of \$7.90 (\$6.75 without shoe rental).

Anyone interested in forming a bowling team can pick up a registration/roster form from Sue Houser in Room 132 of the Franklin Street Office Building between 9 a.m. and 5 p.m., Monday-Friday. Or call Sue at ext. 7029 and have it sent through the interoffice mail. There are always teams looking for bowlers, so if you're not on a team, call Sue. Luther Jenkins, bowling coordinator, will try to place you on a team. Team registration deadline is Friday, December 30, 1988.

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The "Extra" is published twice monthly by Human Resources Development. Deadlines are 5 p.m. the first and third Thursdays of each month. Our next deadline is December 15, 1988. Call Heidi Moore at ext. 7121 for assistance. Send announcements to "CW News Extra", Room 245, FSO.