Carnival at the Pointe Planning Meeting

# Thursday, February 6th, 2020

**Start: 10:15am**

**Event Date: Saturday, February 29th**

**Meeting Attendance: Charlene, Laura Russell, Kim, Deepti, Shawna, Emily**

**Backup Date? March 7th, 2019**

* Aaron finalizing all vendors are good for this date

**Next Meetings -**

* **February 15th @10am – Silent Auction Basket Assembling**
* **Feb 18th & Feb 25th @10am – carnival meetings – PTO portable**
* **Feb 20 & 27th for presale ticket/meal/wristband package assembly – PTO portable**

**Immediate Action Items:**

* Budget for Carnival: $13K. Goal = $4300+ in sponsorship so far! YAY!!!
	+ Others still coming in
* NEED LOTS OF EVENT SPONSORS
	+ Always good to make phone calls, verbal communication is best
	+ Nunn Family Dentistry – Dr Nunn will call Shawna back this week
	+ Brassell Eye Care – Shawna LM
	+ Regal Cinema – Shawna still to reach out to
	+ Shockwaves - Stacy wtg to hear back from April
	+ Nothing Bundt Cake – see if have banner we can hang up or advertise – Laura Lee
		- Status – only donating 1 bundt cake, we are not hanging a sign
* POSTING SPONSORS & AUCTION ITEMS ON FB – Kim has started, Shawna & Kristina to help
	+ Kim you’re doing a great job on this!!
* Print Large posters to post in school
	+ Shawna work with Kim
	+ 2 sizes
	+ Carnival flyer for Cafeteria
	+ Carnival flyer for front door of school
* FINALIZE MAP
	+ 95% complete – Aaron THANK YOU!!
	+ Need navy blue solid paw print & then have it added to the map – Kim to make
* Mascot – Ordered :D
* Decide on FOOD Vendors!
	+ Xls updated with Rest Depot, Sam’s & Costco
* DECIDE DECORATIONS FOR CARNIVAL - Friday
	+ Cafeteria
		- Checker tablecloth
		- Sunflowers on tables
	+ Tables outside
	+ Pennant on popup tents
	+ Anyone want to volunteer to spearhead this?
	+ Determine on Friday 2/7
	+ This has been finalized. Shawna send out final list later this week.

**Group 1: Auction - Stacy Gordy & Chantik Willems**

* The week of 2/17 start posting individual silent auction items on FB
* The week of 2/24 really promote the silent auction, items up for bid & maybe bid beacon instructions ☺
* Basket items due - February 7th –
	+ **IMPORTANT** - Basket auction items – parent donations needed
		- Follow up again on Weds, Feb 5th
		- Mrs Coleman sent Kim’s reminder notice on 2/5/20
		- Getting more items delivered to the school
		- Final day for items delivered – Feb 7th
	+ HRPs assemble gift baskets by February 13th; list items in basket for app
	+ Remaining Baskets assembled by PTO February 15th@10am in PTO Portable
* Auction Banners/Signs
	+ What do we need?
	+ Where to hang them
	+ Shawna has list started
	+ Determine on Friday 2/7
	+ This has been finalized. Shawna send out final list later this week.
* Admin Experiences
	+ Need pics with teachers for their experience
		- Maybe do Friday 2/7
	+ Stacy to reach out to 4th grade – waiting to hear back from Mrs. Rutchi
* Status on BidBeacon?
	+ Chantik & Shawna finish on Friday 2/7
	+ All items have been added
		- Need to add new items coming in
		- Need to add pics of themed baskets
		- Need to add description of themed baskets
		- Need to add starting bids
		- Look really good!
* Security guard – reach out to contact provided by Emily – given to Kim - Status
	+ 1 slated for Silent Auction
* Follow up with Icon Martial Arts closer to event for sponsorship – Kim to follow up
* Kim reach out to golf club –
	+ Longwood Golf Club
	+ Where her dad was recently
* Charlene call Top Golf – they said no. Thanks for trying!

**Group 2: Carnival Food - Laura Lee Harkrider!**

* Food Update? Need to final list by February 7th
* Xls updated with Rest Depot, Sam’s & Costco
	+ Kim & Laura Lee decide on who we will purchase what from
* Costco - Donate $50 – done
* Sam’s donation? – Shawna call again this weekend
* HEB donation? – Heidi – Laura Lee contact – status
* Kroger? – Laura Lee contact – status
* Cotton Candy machines x 3
* Popcorn machines x 2
	+ Large one in PTO portable is not working
* Cotton candy sugar – buy from Sam’s
* Ketchup/mustard – packets & buy from Sam’s
* Trays donated from Spring Creek? - Shawna look up, call back Sunday when SR Mngr on duty
* Ketchup & mustard packet donations -McDonald’s
* Hannigan & Johnson ice cream – staffed by them but have one adult or PTO member there to assist & take tickets
* How’s the signup genius for teacher volunteers – Final signup by 2/15th

**Group 3: Games/ Rides – Aaron Respall**

* Will get with Aaron for outstanding items and see if he needs anything
* How many sponsorship booths do we have now?
	+ Lucia & has a carnival game
	+ Campus kids & has a carnival game
	+ Sweet Straws/Balloon a Stick
* Aaron – finalize setup times for all vendors/booths/etc
* Aaron work out map layout of full carnival - comments?
* Scavenger Hunt Card? What locations? 12 total
	+ Combine with event map
	+ Ticket booth
	+ Silent auction & has BidBeacon download app
	+ Sweet Straws/Balloon on a stick
	+ Lucia
	+ Campus Kids
	+ Global Martial Arts
	+ Train
	+ Pony ride
	+ Any carnival game
	+ Hannigan & Johnson
	+ Cupcake Walk
	+ Airbrush Tattoo
* Game Inventory Update? –
* 15 Games: Need to get remaining pieces for games; Peppermint Village sending more games (may have 17 games)
	1. **Lawn darts**
	2. **Ring toss**
	3. **Horseshoe Toss (complete)**
	4. **Spill the Milk (Needs 1 soft ball)** - still need – Kesley offered to pick up
		+ Put under a pop up tent
		+ Charlene supply tarp
		+ Aaron strategically place on map
	5. **Bowling – Large pins (complete)**
	6. **Corn Hole with foldable legs**
		+ Laura Lee has a Star Wars themed Corn Hole we can use – Yes let use this, Aaron please arrange to get this from her, thanks!
	7. **Smaller Corn Hole/Targets laid on ground (Needs extra 2-3 bean bags)** still need – Kesley offered to pick up
	8. **Cake Walk (complete)**
	9. **Inflatable Tic tac toe – Needs to be blown up (complete)**
	10. **Large Roller Bowler –**
		+ Roll and get over hill and stay in the dip
	11. **Dart Game (Needs balloon blow up machine. How are the balloons fixed to board???)** Complete
		+ Walmart has Bunch o Balloons electric air pump ($16.98)
			- Ordered, Shawna need to pick up from Walmart
			- Need outlet and extension cord for this
			- We will preblow up a bunch of balloons, then a volunteer can assist blowing up more as needed by the front doors of the school – will have extension cord & machine set up there
		+ Stick pins/thumb tacks
			- PTO has and can supply
		+ Put under a pop up tent
		+ Charlene supply tarp
		+ Aaron strategically place on map
	12. **Tip a Jug (Needs 5-6 2-liter bottles, 1 baseball/rubber ball)** (Complete) – Faith, Emily & Laura R donate bottles, Shawna donate rubber baseball
		+ Put under a pop up tent
		+ Charlene supply tarp
		+ Aaron strategically place on map
	13. **Strings and Ladder game (Needs assembly, complete) x 2**
	14. **Duck pond (Needs water source, has nets, complete)** – Still need to determine water source
		+ Key from custodian to get hose from them – Kim take care of
	15. **Fish bowl game (complete)**
	16. **Krazy Cans (Needs 10-12 empty soup cans, 1 baseball/rubber ball)** (Complete) – Faith, Laura R & Shawna donate cans, Shawna donate rubber baseball
	17. **Basketball Hoop (Needs repair, Aaron delivered it to Emily Kilian’s husband for welding and repair, thanks to Ben!!)** THANK YOU, Emily’s husband :D
* Need 4000; 2030 prizes for games (Carnival Prizes from Peppermint Village (330 + 200 leftover), Amanda Wiley (1500), extra in portable)
	1. Dum dums – delivered Friday February 7th
	2. Still needs to be sorted and organized
		+ Emily can assist this week – Thank you
		+ Have 15 home depot buckets for prizes for each game booth
			- Can get more if needed
	3. Scavenger hunt prizes
		+ 28 Aquaman funko pops for first 28 that finish scavenger hunt
		+ Light up foam wands for next group that finish scavenger hunt
		+ Super Hero medals and dum dums for remaining group that finish scavenger hunt
* BOOKED Moonwalks and More for 100 ft slide, Tubs of Fun, Fishy Ride ($5000) and 4 Inflatables ($600)
	1. 4 inflatables: Inflatable castle, Wrecking ball, Sports theme, Obstacle course
* BOOKED Contact Global Martial Arts for free inflatable and demos
* BOOKED Kim Finley for Pony Rides ($700) and Petting Zoo ($700) and Train (600).
	1. Add Kim Finley to the Silent Auction for donating an auction package
* Laser Tag Inflatable: $650 -done
* Airbrushing Contact?
	+ Tattoos? Glitter Stencils? – 1 ticket
		- Deepti reached out to the art club at the HS; waiting on a reply – unable to come, busy that day
			* Use Volunteer for this, easy to do
		- Need to by tattoos & glitter stencils $30 - $150 for supplies
			* Use Key Club volunteers
			* Order kits from Amazon – Kim to do
	+ Aaron reach out to friend who does airbrushing
		- **Aaron still waiting on confirmation. Will confirm within a week from 2020.01.28. Artist may require a fee for working the airbrushing booth. Aaron is willing to sponsor the artist’s fee if reasonable ($100 or so). –** status
* Balloon artist – with Campus Kids
* Cupcake Walk
	+ Music –
		- Confirm Charlene donate Karaoke machine and provide music
	+ Waiting to hear back from Nothing Bundt Cake on their donation?
		- 1 bundt donated
	+ Signup genius for baking & donations
		- Will create once we know what we are getting from Nothing Bundt Cake
		- Darla – wants to bake but we need to let her know how many cupcakes to make
		- They need to be in packages rather than individually wrapped
	+ 24 package items needed (144 items baked, 6 packs)
		- Treat in vintage – see if will donate – who will call?
		- Manna – see if will donate – who will call?
		- Tiffs Treats in vintage – see if will donate – who will call?
		- Endless Bakery – see if will donate – who will call?
		- Kim has a friend that bakes decorated cookies & see if she will bake & make carnival cookies
		- Darla – bake 24 cupcakes 😊
		- Determine outstanding baked items needed once the above is determined

**Group 4: Ticket Sales – Laura Russell**

* Square – 3 squares; Shawna?
* Ticket sales booth
	+ Signup Genius for shifts – 1 hr 15 mins meetings
	+ 4 ppl for each shift
	+ Laura sent to Kim for review and send to PTO only
* PTO Table – Yearbook, Spirit Sales – Jessica B.
	+ We will have yearbook & spirit wear table in same area as ticket sales table

**Group 5: Volunteer Coordinator – Charlene Woodruff & Deepti Beniwal**

* Wildcat Mascot? Yes, Coach Choi ☺ Thank you :D
* Contact HOSA (first aid) – DONE!!
* Charlene, Deepti, Aaron, Laura Lee & Laura Russell working together on volunteer needs – Do you need anything? You guys are doing great on organizing this! Thank you!!

**Group 6: Event set up/Breakdown - Charlene Woodruff**

* Do we have enough volunteers for this – yes ☺
* ROTC availability questionable due to a prior event that same morning – getting 6 in the am, 12 for 12-4, 6 to breakdown Yay!!!
* Contact Wylie’s’s to get local Boy Scout troop to help? – Charlene
	+ What are we setting up Friday? Cafeteria, Gym, Silent Auction & whatever we can set up
		- Hannigan & Johnson
		- Moonwalks & More
	+ What are we setting up Saturday Morning? Outdoor items & remaining vendors
* Pop up tent – have 10 total
	+ Have 5 at the school
		- sponsorship booth
	+ Put your name on them
	+ Laura Lee – sponsorship booth
	+ Kim – sponsorship booth
	+ Aaron – **Dart Game**
	+ Shawna – **Tip a Jug**
	+ Charlene – **Spill the Milk**
	+ Do we need more? No
	+ Look into weights on tents if windy (poss 40)

**Group 7: Event Promotion – Shawna Rasch**

* Carnival Flyer, sponsor flyer, presale order form, and information flyer sent home in 2/5 folders :D – way to Kim!!
* Signage in front of CPES – 3 banners
	+ - Cypress Yard Greetings, put out sign up until Carnival Date
		- Carnival stake signs – have 3 (Northpointe/Eldridge, Northpointe/Shawna , CPES)
		- Smaller signs – have 3 (Pick up line, Front fence, Back fence)
		- Cups in fence - Beginning of Feb
* Large posters of map of carnival posted outside – use poster printer
	+ This has been finalized. Shawna send out final list later this week.

**Additional items?**

Ticket table – Tickets sales, Volunteer signin/signout, Scavenger hunt prize

Popup tents – IF ANYONE HAS A POPUP TENT WE CAN BORROW, please email Shawna. –

* Current tents we have – BE SURE & PUT YOUR NAME ON THEM: Laura Lee, Kim, Aaron, Shawna, Charlene, 5+ school
* See Event set up/break down for this

**Next Meetings?**

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**Meeting adjourned – 12:05pm**