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**