Spring Festival

Planning Meeting #1 Agenda

2/22/24

Next meeting- Mar 5th @ 9:30-11am at Just Love Coffee

Event Date: 4/20/24 at 11a-2p Ask Erin to Change time to 3-6pm

* Tickets
  + Cost- pre-sale vs at the door
    - $20 pre-sale and $25 at the door
    - Kids under 5 are free
    - Wristband for all events.
  + When to start pre-sales and how?
* Budget
  + How much do we have to spend?
    - Looking to be around $5,000. Wanting to get as much donated or sponsored as we can
  + How much would we like to/expect to make?
    - $8,000+
* Events/ Booths
  + Carnival games
  + Dunk tank- booked contact teachers to participate
  + Inflatables- Cassidy and Laura Lee are heading
  + Foam party- Cassidy. $650
  + Donut walk-
  + Face painting- TMHS NAHS running the booth (we will provide the paint)Will ask what supplies they will need
  + Petting Zoo-Indira is meeting w Mrs Johnson tomorrow
  + Photo Booth-Lauren and Cassidy, Lauren has an idea for a cheaper alternative.
* Decorations
* Food Trucks- Contact w time change- Allison
  + Emergency Sweets- Giving a donation of proceeds
  + Jeremiah’s Italian Ice- Donating 20% of proceeds
  + Webster Melting Company- Grilled cheese Truck
  + Raging Bull Street Tacos
  + Sip Factory- Lemonades. Slushies and fried desserts
* Silent Auction
  + Basket per grade level and specialist teams
    - HRP/ and or teachers for each grade incharge of collecting donations and completing the basket.
    - Charlene is coming up with a list of themes for the grade levels to choose from.
* Community Donations/Sponsors
  + Possibly asking organizations and or teams from Tomball Memorial if they are interested in running a carnival style game or booth. Allison will get some contacts. Possibly the band can do something.
  + Local Business sponsors for inflatables, foam party, or petting zoo
  + Local Business running a carnival game booth
  + Local Businesses to contact
    - America's ER & Urgent Care- Jami
    - Tomball Used Cars-Jami
    - Cy-Fair Saddlebreds-Jami
    - P.Elyse- Heather
    - ICON Martial Arts- Jami
    - CypressPediatricDentistry- Jessica P
    - White Tiger- Laura R
    - Up In Tangles Salon- Laura R
    - Trinity Education Diagnostics LLCLauraR
    - Hanigan & Johnson Orthodontics LL
    - Clear Water Express Wash- Courtney
    - The Lounge beauty & nail bar Courtney
    - Aesthetica Houston Med Spa- Courtney
    - TXR paintball- LL
    - Fast Track Swimming & FTS Pickleball- LL
    - WINK Family Eyecare Courtney
    - Bach to Rock: America's Music School Allison
    - Haven Jiu-Jitsu Academy Heather
    - The Legacy: Volleyball Club- Allison
    - Klein Fire Dept Lauren
    - Red Robin Sarah
    - Texas Roadhouse Jessica P
    - Main Event Indira
    - Regal Theaters- Sarah
    - Throwing Axes- Jessica P
    - Morthgage and service companies- Laura P
    - FINs- Allison
    - Logan’s Donuts- Lauren
    - Little Beakers- Indira
    - Campus Kids- LL
    - Adelynns- Jami
  + What do we want to ask each business for?
    - Lauren is creating a sponsor donation sheet to distribute. Wait to call until we have that and have confirmed the time change.
* Volunteers
  + Reach out to HRP’s for volunteers
  + NHS students
  + PTO committee members need to help in some way (planning and/or day of event)
  + Deepti please reach out to your contacts. We don’t need to reach out until closer to the date. Need to determine how many students we will need.
* Promotion
  + Save the Date flier- made by Lauren
  + Social media and/or Fliers
* Determine event or station leads
* Tasks to be completed by next meeting
  + Charlene- Auction basket themes
  + Allison- contact food trucks w time change, contact TMHS band and other organizations.
  + Indira- Finalize petting zoo, race car and fish game
  + Lauren- Update fliers, Create Sponsorship letter, Photo Booth, create QR code, Create simple template for booth signage, train, balloon artist
  + Laura Lee- Contact Erin about time change. Oversee all things.
* Attendees
  + Jessica Paradise- [jparadise0410@hotmail.com](mailto:jparadise0410@hotmail.com) 318-751-7447
  + Laura Preusse- 512-844-2758
  + Monica Galloway- 210-685-9379
  + Lauren Shafer- 715-825-9502
  + Indira Bean- 713-492-4069
  + Jami Echols– [jcechols12@gmail.com](mailto:jcechols12@gmail.com) 715-516-5100
  + Allison Woodard
  + Charlene Woodruff
  + Laura Lee Harkrider