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 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 715-516-5100
	+ Allison Woodard
	+ Charlene Woodruff
	+ Laura Lee Harkrider