Spring Festival

Planning Meeting #3

3/21/24

Next meeting 3/27/24 AT 10:30AM in the portable

* Tickets
	+ Wristband- Basic vs All Inclusive
		- Pre-Sale: Basic- $25 All-Inclusive- $35
		- At the Door: Basic- $30 All-Inclusive- $40
		- Adults $10 flat fee.
		- Children under 4 are free
		- Basic includes inflatables, booths, photo booth,dunk tank, donut and book walk, face painting.
	+ A la cart items
		- Petting Zoo- $6 unlimited access
		- Mechanical Train- $6 unlimited rides
		- Foam Party-
	+ Determine Pre-sale dates- Starts Apr 1st through the 17th.
* Sponsorship from businesses
	+ Refer to spreadsheet Following up w the last few
* SIlent Auction Baskets
	+ Need to set-up bid beacon- LL is handling this
	+ Apr 10th items are due
	+ HRP’s sent out info to parents
	+ Sending out more info to the teachers and parents.
* Events/Booths
	+ Inflatables- what do we have reserved? Cassidy is finalizing this week
	+ Mechanical Train- ? Yes we are having this
	+ Petting Zoo- confirmed
	+ Face Painting- confirmed Need to purchase supplies. Items are on Amazon wish list
	+ Dunk Tank- Confirmed
	+ Foam Party- LL and Cassidy looking into it.
		- Where do we stand on participants? LL following up w Erin to create a sign up genius for the teachers
	+ Business Booths
		- Little Beakers, Girl Scouts,
	+ Carnival Games- which ones?
* Promotion-Lauren is working all of this. Hoping to get something into the smore this week.
	+ Silent Auction parent flier
	+ Amazon Wish list flier
	+ Wristband pre-sale flier
* Map of the Event
	+ Inflatables and Dunk tank- 3rd/4th playground
	+ Petting Zoo- Drive way to the right side of the K-2 playground
	+ Food Trucks- bus loop
	+ Booths- Carpool line
	+ Donut and Book Walk- sidewalk near bus loop under the over hangs
	+ Silent Auction- Gym
	+ Foam party- swing area of the ¾ playground
	+ Two entry points- Sidewalk near visiting parking off the front parking lot and the gate outside 3rd/4th playground.
* Food Trucks
	+ Emergency Sweets, Jeremiah's Ice, Sip Factory and El Guajillo confirmed. LL has reached out to a BBQ truck.
* Volunteers
	+ Need to contact ROTC ect for student volunteers Reaching out to Deepti to reach out to these organizations.
	+ Teachers?-
* What are we raising money for?
	+ Library enhancements
	+ Playground updates
	+ Technology updates
* Task to be completed by next weekend
	+ **Jami**- confirm Caricature booth from America’s ER
	+ **Laura Russell**- Follow up w McGarrett AC for donation check. Remind/F/U silent basket w HRP’s
	+ **Charlene**- Pull signs of the vendors that we’ve used previously from the PTO portable. Inventory wristbands and research new options if we need.
	+ **Lauren**- Create fliers and Graphics for smore and social. Updated Save the Date w more details, Amazon wish list ect. Follow up w possible donut stores for the Donut Walk. Iron out Photo Booth details. Follow up w Heavenly Cups for a possible silent auction basket. Follow up w Klein FD and Lone Star CC for booths.
	+ **Allison**- F/U w FINs and Back to Rock. Follow up w Jessica P and Lauren P w business contacts. Follow up w Jessica P regarding Thowing Axes coming w trailer. Follow up w Heather regarding Mudslingers donation. Pick up silent auction items donated so far from grade workrooms.
	+ **Cassidy**- Confirming Inflatables and Mechanical Train.WIl send invoices to LL.
	+ **Laura Lee-** confirm SRO and lights ect for day of event. Talk to Erin about Throwing Axes coming, carpool royalty, sign-up genius for dunk tank and booths. Confirm and set-up bid beacon.
* Work on Big Bulletin Board near library 3/27 at 9:30. LL, Cassidy, Allison, Jami and Charlene.