



Winter Carnival Planning

November 13, 2018

Purpose - Raising Money for Teachers Classrooms, Clubs, & Sports Teams

Details: Date - [January 25th](#). Run like “Chuck E Cheese” – use **red 25 cents** tickets to pay to play games, win **blue** tickets at games, trade in for prizes at the prize booth. Order forms will go home in advance to pre-order (and pay for) tickets. [\\$10 bonus for each teacher who signs up by December 20th, not each booth.](#) Final day to sign up for a game booth is January 11th. Max of 5 prize tickets given out to winner of each game. Each grade level must recruit 2 volunteers.

Areas needing leaders:

*Silent Auction – Keshia

*Booth Layout – Keshia

*Mr. Wilson Robot - Heather

*Sheriff Kids ID Booth – James

*Characters- Jeri Jo

*Pre-Sales - Jessie

*Prizes – Amanda

*Inflatables - Jeri Jo

*Teacher Sign Up Sheets – Keshia

1. Event Times:

- Actual Event: 5 – 8:00 PM
- Setup: 2-5 PM Doors open at 4:45
- Silent Auction closes at 7:30

2. **Snow/Weather** - inclement weather date is February 1st, if school is cancelled/dismissed early) – school policy

3. Bouncy Houses –

- Cost to rent:
- Had 2 small/2 large last year
- Bracelet Cost: Pre-order \$5, At Door \$8

4. Bouncy Bracelet Prices - Per Family

- PRE-SALE-ONLY** Discounts
1 bracelet = \$5
2 bracelets = \$9
3 bracelets = \$12
4 bracelets = \$15
\$2 for each additional over 4

5. Ticket Sales -

- Pre-sale: Last Day Jan 23-Firm
- Pre-Sale Order forms go Home: Jan 9th
- Pre-Sale Orders Due: January 23rd
- Free Tickets for Teachers, Specials Teachers, Cafeteria Monitors, and Admin. to Give Away
- Ticket Purchase Night of: Lorrie, Jessie
- Ticket Counting: Volunteers
- Bags for Teachers -2 per teacher/booth
- Ticket running – pick up full bags, take teachers more prize tickets – Parent Volunteers
- T-shirt sales, PTO table - Volunteers

6. Prize Booth

- Prize booth to Main Office. Use “holding tank” (between double doors) for line, set ticket counting tables outside holding tank. Have three areas of prizes, on counter with identical prizes to help move line along. Gatekeeper at door.
- Sort, Organize, and Label
- Prize Workers – 4/5 in 1 hr. blocks Using Sign-up Genius
- Prize booth will only be open from 6-8

7. Silent Auction -

- Located in front lobby
- One item per teacher/team
- Sign-up sheet for baskets/items in office
- Bid Sheets (Value, Minimum Bid, Cell Number)
- Pay & pick up by Thursday . Jan. 31st - Cash or Credit only, Square available

8. Booth Layout -

- Area being used – Everywhere!!!
- Hallway from the middle school doors to the doors to 1st grade – one side of the hallway will be for games to allow traffic to flow.
- Middle School hallway
- Ticket purchasing – Concession Stand

9. Food Booths

- Boosters – Cafeteria, Get menu items and price info to include on form. Food is cash only, no tickets. Boosters does have a card machine now.

10. Advertising

- a. Front electronic sign, FB, Remind App, newsletter, order forms
- b. Banner on fence, contact Colleen Brazelton for a new one
- c. Put In Cups in fence
- d. Free game ticket for teachers to give to students, including special teachers, admin, and cafeteria monitors.
- e. Pre-Order form
- f. Food options on flyer, get from booster

11. Items to be purchased:

- a. Prizes varying in value
- b. Tickets, two colors (LOTS of them), at least 18,000.
- c. Blue bracelets for bouncy house

Additional thoughts: May ask Cumberland football or education majors to volunteer help the night of the carnival. Need more adults to help.

Maps - the Maps went over well last year to hand out to parents as they enter. So will do again this year.