



Winter Festival Planning

October 24, 2017

Purpose - Raising Money for Teacher's Classrooms, Clubs, & Sports Teams

Details: Date - [January 26th](#). Run like "Chuck E Cheese" – use red tickets to pay to play games, win yellow tickets at games, trade in for prizes at the prize booth. Order forms can go home in advance to pre-order (and pay for) tickets. [\\$10 bonus for each teacher booth signed up by December 15](#)

Areas needing leaders:

- *Silent Auction – Keshia
- *Booth Layout – Keshia
- *Mr. Wilson Robot - Heather Fowler
- *Sheriff Kids ID Booth – James
- *Chick fil a Cow – Lorrie
- *High School Volunteers – Kristen
- *Pre-Sales - Jessie
- *Prizes – Amanda Langford
- *Inflatables - Dunn & Jeri Jo
- *Teacher Sign Up Sheets – Keshia

1. Event Times:

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

2. Snow/Weather - will we postpone if school is cancelled (or dismissed early) – school policy, [February 2nd](#) if postponed

3. Bouncy Houses –

- a. Cost to rent:
- b. Had 1 small/large last year, add another small? [Yes another obstacle course for small kids](#)
- c. Bracelet Cost: pre-order - \$5, At Door - \$8
- d. Need a sign ["responsible for your own shoes"](#)

4. Bouncy Bracelet Prices - Per Family -SAME

- a. 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

- a. Pre-sale Pickup: Last Day Jan 24-Firm
- b. Pre-Sale Order forms go Home: [Jan 10th](#)
- c. Pre-Sale Orders Due: [January 19th](#)
- d. Free Tickets for Teachers to Give Away? [Yes and Special teachers, cafeteria monitors, and Admin.](#)
- e. Ticket Purchase Night of: [Lorrie & Jessie](#)
- f. Ticket Counting: [Kristen to get HS Volunteers](#)
- g. Bags for Teachers -2 per teacher/booth

- h. Ticket running – pick up full bags, take teachers more prize tickets – [HS Volunteers, boy scouts](#)
- i. T-shirt sales, PTO table – [need volunteers](#)

6. Prize Booth

- a. [Moving prize booth to Main Office. Use "holding tank"\(between double doors\) for line, set ticket counting tables outside holding tank. have two areas of prizes, on counter with identical prizes to help move line along.](#)
- b. Sort, Organize, Label, [Amanda](#)
- c. Prize Workers – [4/5 in 1 hr. blocks Using Sign-up Genius](#)

7. Silent Auction

- a. Located in front of front doors
- b. Sign-up sheet for baskets/items in office
- c. Bid Sheets (Value, Minimum Bid, Cell Number)
- d. Pay & pick up by Wed. Jan. 31st - Cash or Credit only, [Square available](#)

8. Booth Layout -

- a. Area being used – Everywhere!!!
- b. 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.
- c. Middle School hallway
- d. Ticket purchasing – Using front hallway
- e. Restrooms – across from Gym, Cafeteria, & Middle School hall

9. Food Booths

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

10. Advertising

- a. Front electronic sign, FB, Remind App
- b. Banner on fence, Colleen Brazelton
- c. Free game ticket for teachers to give to students, including special teachers, admin, and cafeteria monitors.
- d. Pre-Order form for tickets & bouncy bracelet to go home on – Jan. 10th
- e. 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 12,000.
- c. Bracelets for bouncy house, blue bracelets.