



PTO Meeting Agenda

December 15, 2015

5:30 PM – Library

Welcome

Winter Festival: Date: January 15. Run like “Chuck E Cheese” – use blue tickets to pay to play games or purchase food, win yellow tickets at games, trade in for prizes at the “end”. Order forms can go home in advance to pre-order (and pay for) tickets. Last time bouncy castle was \$3 in advance. It was suggested that we make it \$5 for easier calculations at the event or encourage pre-order by making it cheaper.

1. Event Times:
 - a. Actual Event: 5 – 8:30 PM
 - b. Set up: 2-5 PM
 - c. Doors open at 4:45
 - d. Silent Auction closes at 8
2. Snow/Weather - will we cancel if school is cancelled (or dismissed early)– school policy Jan 22nd if rescheduled
3. Bouncy Houses – Chris Tucker
 - a. Cost to rent: 125-225 each
Chris will check with other ones
 - b. Bracelet Cost:
 - i. in advance/pre-order: \$3
 - ii. At Door: \$5
4. Ticket Sales
 - a. Pre-sale Pickup: Family resource
 - b. Pre-Sale Order forms go Home
 - c. Pre-Sale Orders Due:
 - d. Freebies For Teachers to Give Away
 - e. Ticket Purchase Night of:
 - f. Ticket Counting:
 - g. Bags for Teachers -2 per teacher/booth
 - h. Ticket running – pick up full bags, take teachers more prize tickets
 - i. tshirt sales
5. Prize Booth
 - a. Purchase Prizes **Lorrie will look into**
 - b. Sort, Organize, Label **Lorrie and Elisabeth**
 - c. Prize Workers
6. Silent Auction – **Keshia Binion**
 - a. Sign ups
 - b. Bid Sheets (Value, Minimum Bid, Cell Number)
 - c. Pay night of/pick up...
7. Booth Layout
 - a. Area being used
 - b. Hallway from the office to the doors past the cafeteria – one side of the hallway will be for games to allow traffic to flow.
 - c. Silent Auction tables will be on ones side of hall between the front foyer to the gym doors.
 - d. Ticket purchasing –Elis. checking on using family resources center in hallway coming from the big parking lot (like for student games). **Lorrie working door**
 - e. Restrooms – Gym restrooms in hallway and restrooms across from the Cafeteria
8. Food Booths - Boosters - all the cafeteria
9. Advertising
 - a. Front electronic Sign
 - b. Banner on fence
 - c. Free Game ticket for teachers to give to students
 - d. Pre-Order form for tickets & bouncy bracelet
 - e. Food options/info on flyer/pre-order form
 - f. Incentive for teacher with highest % of class attendance ? – like \$25 for their account? If multiple teachers then drawing or multiple?
10. Items to be purchased:
 - a. Prizes variety of prices or prize levels (more small) **Lorrie**

- b. Tickets for playing
games/purchasing food (color A)
- c. Tickets to win for prizes (color B)
- d. Bracelets for bouncy house