



SPRING FLING CARNIVAL PLANNING 2023 MARCH 17TH, 2023

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

Details: Date - March 17th. It is run like "Chuck E Cheese" – use **25 cents** tickets to pay to play games, win tickets at games, trade in for prizes at the prize booth. Order forms will go home in advance, **March 1st** to pre-order (and pay for) tickets. **\$15 bonus for each teacher who signs up by March 3rd-per teacher, not for each booth.** Final day to sign up for a game booth is March 10th. Max of 5 prize tickets given out to the winner of each game. Each grade level will be asked to recruit 2 volunteers.

Areas needing leaders:

- *Silent Auction – Robin & Nikki
- *Sheriff Kids ID/Swat – SRO Buhler
- *Lebanon City Police/Swat – Jeri Jo
- *Prizes – Nikki, Jeri Jo
- *Wilson Bank - Mr. Wilson - Jeri Jo
- 02/22/2023
- * Cedar Forest Animals? - Nikki
- *Booth Layout – JJ & Jessie
- *Characters- ?
- *WEMA - Amanda
- * Chick-fil-a Cow - Kristen
- * Sign Up Genius - Jeri Jo
- * Bart Barker - Invite him
- *Teacher Sign Up Sheets – Jeri Jo
- *Pre-Sales - Jessie Website: Jeri Jo
- *Inflatables - Jeri Jo
- *Signs - Jeri Jo & Kristen
- *Photo BD -St Patrick's Day theme

1. Event Times:

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

2. Snow/Weather - inclement weather date is March 24th, if school is canceled/dismissed early) – school policy

3. Bouncy Houses – Different Ones?

- a. Cost to rent:
- b. 3 inflatables
- c. Bracelet Cost: Pre-order \$5, At Door \$6

4. Bouncy Bracelet Prices - Per Family

- 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 - PTO Table

- a. Pre-sale: Last Day March 14th-Firm
- b. Pre-Sale Order forms go Home: February 24th
- c. Pre-Sale Orders Due: March 14th
- d. Free Tickets for Teachers, Specials Teachers, Cafeteria Monitors, and Admin. to Give Away
- e. Ticket Purchase Night of:

- f. Ticket Counting: Volunteers, High School
- g. Bags for Teachers -2 per teacher/booth
- h. Ticket running – pick up full bags, take teachers more prize tickets – Parent Volunteers
- i. T-shirt sales, -PTO table - Volunteers

6. Prize Booth

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

7. Silent Auction -

- a. Located in front of Library
- b. One item per teacher/team
- c. Sign-up sheet for baskets/items in office
- d. Bid Sheets (Value, Minimum Bid, Cell Number)
- e. Pay & pick up by - 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 - Must be used this year.

- 9. Food Booths** - Boosters Will work out of the concession stand –Food is cash/Credit, no tickets.

10. Advertising

- a. Front electronic sign, FB, Remind App, newsletter, order forms
- b. Banner on fence - Kristen to fix date
- 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 - Jeri Jo
- f. Food options on flier

11. Items to be purchased:

- a. Prizes varying in value (different prizes)
- b. Tickets - (LOTS of them) -
- c. Blue bracelets for bouncy house -

Prizes - Inventory and Budget for new prizes.

Maps - the Maps went over well before, to hand out to parents as they enter. So we will do it again this year. Post on the PTO page and NEWSLETTER so parents can look at them ahead of time. Plus, more advertisements.

Silent Auction Items Donated for PTO -

Online link for Pre-sales

Sign up Genius posting for Volunteers 1 hour shifts

**Come early the day of carnival.
Post signs on wall by Wednesday before so teachers know where their booth is**

Who can recruit some high school volunteers

Who can help count tickets to give teachers to give students as incentives

A Teacher to coordinate Middle School students for costumes, Eddie the Eagle and?