Notes

Fall Fest Planning Meeting

September 28, 2017

1. Events- Updates
	1. Outdoors
		1. Bounce House Bailey’s Bounce House Confirmed and Check written
		2. Concessions Chrysta donating cotton candy supplies and machine for the night
		3. Pumpkin Patch Florida Pumpkin Wholesale? Megan and Catherine are searching for vendors for donations of small pumpkins. Donations vs. purchased pumpkins will determine tickets per pumpkin
		4. Kona Ice Confirmed
	2. Indoors
		1. Contests
		2. Baskets Finding new location. No stage access as of now
2. Donations
	1. Gift Cards received
	2. Gator’s agreed to cook and wrap hot dogs and possibly wings
	3. Fourth Grade is donating some sodas
	4. Sara Singh Sponsoring 4th Grade basket
	5. All were given Fall Fest donation request letters to solicit to businesses and community
	6. TrailBale donating hay. How many do we need?.
	7. Email Suncoast Schools about $6000 grant
3. Volunteers 67 needed
	1. Outside Draw map for Mr. Eli
		1. Set Up 2 for games 4 for concessions 2 for pumpkin patch
		2. Games
			1. Milk Bottle Toss 2
			2. Ring Toss 2
			3. Football Toss 2
			4. Lollipop Tree 2
			5. Pumpkin Toss 2
			6. 7-11 2
			7. Tee Shot 2
			8. Feed the Pumpkin 2
			9. Duck Pond 2
			10. Gutter Boat Race 2
			11. Ring a Scarecrow 2
			12. Plinko 2
		3. Face Painting 2 plus Wegman
		4. Concessions
			1. Sno Cones 1
			2. Hot dogs chips and drinks 3
			3. Cotton Candy Megan Perry
			4. Popcorn 2
		5. Cake Walk 2
		6. Bounces Houses 4 two volunteers per house
		7. Pumpkin Patch Garden Club Volunteers
	2. Inside Draw map for Mr. Eli
		1. Set Up 3
		2. Pie 3
		3. Chilli 3
		4. Teacher Raffle 1
		5. Ticket Raffle 1
		6. Basket Raffle 2
		7. Guess How Many 2
		8. Volunteer Sign in table 1
		9. Ticket Sales 2
		10. Bake Sale 3
4. Inventory
	1. Games 12
	2. Signs Replacing old signs adding Plinko and Pumpkin Art
	3. Ticket Boxes
	4. Tickets Jamie G. Donating a roll. Purchase one more
	5. Prizes purchasing with PTA debit through Oriental Trading
5. Sound
	1. CakeWalk Music Jennifer F. husband donating use of sound system. He will set up. Volunteer to play Kids Bop from phone or ipod
	2. Raffle Winner Announcements Ms. Jordan setting up mic
6. Vendors
	1. April M. working on vendor tables for sale. Advertise businesses on website and posters. Can do banners depending on sponsorship level. Need to create tiers for sponsorships, letters for requests, thank you letters as well.
	2. Create Map for event. Print out with sponsor logos on back for all guests