

MEETING MINUTES

RICHLAND ELEMENTARY F.O.R. Club Halloween Carnival planning Meeting

Date: October 7th, 2019

Location: Room 20

Meeting Called to Order By: Lena Meum

Time: 6:00 pm

Executive Board Attendees: Lena Meum; President, Juana Lupercio; Second Vice President, Breena Hope; Recording Secretary, Angela Brown; Treasurer

Committee Attendees:

Minutes: No minutes presented, read or approved.

FINANCIAL

I was gone: Angela to fill in.

PARENT COMMUNICATION PLANS

- Newsletter going out in English and Spanish.
- Next week colored fliers for Carnival will be going out. Back is aloha ad.
- Golf ball drop fliers will be going out this week
- Dine out flier will be going out as well
- Costume drive is happening now through 18th of October, during the book fair.
- Posts are scheduled on FB

PUBLICITY

- Working on a new sign with Aloha. Vinyl signs have pockets for interchangeable info.

- There will be no stage this year. We are using that money for easy ups for more shade. We won't have rental fees and we can use them for sailing on.

BOOTH UPDATE

- Went through the shed. The orb is going away.
- Room parents (except 4th) have gotten their information.
- 4th grad flier will be finalized soon.
- Dunk bucket booth: We will have DJS announce people being dunked.
- We are ordering prizes for the punchboard.
- We need more prizes for raffle.
- Jenny will meet with Patti covering raffle booth for the day and go over everything with her about what to do the day of. Raffle location will be close to FOR Club. Raffle winners will be posted on website.

GOLF BALL DROP

- Balls for sale online. Flier to go out with info.
- Firemen will be there at 3:00 day of to drop the balls.
- DJ to announce
- Will be selling balls the day of.

CONCESSION

- Hotdogs (Kosher) (3 tickets) meatball sandwich (4 tickets) nachos (2 tickets) chips (1 ticket) and drinks (1 ticket).
- Food trucks will not take tickets: chick fill A may or may not know that we are taking cash. Food trucks are set up along the edge of grass by tether ball courts.
- Board to be there at 7, anyone can be there any time after.
- Marya will bring dishes and she has her food handlers card.
- Board to provide 500 or 600 hotdogs.
- To be named Spider Cafe
- Sales start at 11.

VENDORS

- So far we have 11 vendors confirmed.
- Price went up today.
- DJ requests Vendor list.

SCAVENGER HUNT

- Scavenger hunt map to be online for parents to download for free or we will have some for purchase at the ticket booths.
- Scavenger Hunt will be more of a treasure hunt.

FUN ZONE

- Balloon artist, face painting, caricatures (Chelsea S is working on those).
- Need another person on faces San Marcos friends or Escondido friends volunteer app have someone come volunteer their time.
- DJ would like a map Map at the DJ Booth. Sales don't start until 11.

PERMITS

- City changed their special use permits but they are all on track

LOTERIA

- Spanish Mexican version of bingo. There will be piggy banks for the winners.
- There will be about 5-6 games per hour on the blacktop.
- DJ's to do a reminder every hour.
- Need to discuss the prize for the winners. Kids prize? Maybe a golf ball entry for the adults.

PLANT WALK

- Donations are coming in.
- We need to arrange someone to pick up plants.

CAKE WALK

- Board to judge the cake walk at 10:00.
- 3 winning adult cakes will be a silent auctioned. Starting at \$10.
- Winners for students will receive Student Store money and the cakes will be set aside until the end of the day.

HAUNTED HOUSE

- Just on Friday 5th graders as actors.
- Are there haunted house meetings this year?
- Sign up genius to come
- Wednesday night to set up in the cafeteria.

ROUNDTABLE

- What requirements will the performers need from dj. microphones, announcements. Mp3 format for music. NO CD, a phone will be ok. Can the DJ's have a walkie talkie.

Old Business

- Fliers set to go out to parents.

New Business

- Board to discuss prize for winners of Loteria.
- Board to find someone to pick p the plants from the nurseries.
- Board to design documents for silent auction for the adult winning cakes.
- Board to discuss what to get to DJ's and if they can have a walkout talkie.

Action Items

- Vinyl Signs being finalized with Aloha (Heidi)
- 4th Grad Fliers to be finalized (Lena, Chelsea and Heidi)
- Get prizes ordered for punchboard (Lena and Chelsea)
- Post raffle winners on website and social media (Heidi and Breena)
- Discuss with Chik Fil A about not taking tickets day of carnival (Angela)
- Bring Dishes and food handlers card (Marya)
- purchase 500/600 hotdogs for concession stand (Lena)
- Get vendor list to the DJ's (Lena)
- Finalize Characatures (Chelsea S)
- Get DJ and map of the carnival (Lena)
- Finalize scavenger hunt (Breena)
- Get piggy banks for Loteria (Juana)

Meeting Adjournment: 6:50 pm

Minutes Compiled by: Breena Hope