

Minutes, Festival Planning Team Meeting of August 19, 2008

Attending: Erin Halsey, Daniela O'Callaghan, Maria & Rusty Cappadona, Alex Sgoutas, Maria Olivieri, Dan & Florence Loch

Dan began the meeting with a brief opening prayer at 7:34 pm.

Start/End time of Festival

The Festival will start at 1:30 pm, not at 2:00 pm. Although Clean-up will start at 5:30 pm we'll say in publicity that the Festival "concludes with the 6:00 pm Mass." Cooking will stop at 5:00 pm, but all cooked food will be left out and available.

Committee Reports

FOOD –

- **Beer and wine** – Fr. Dave missed the meeting, but I had asked him and he said no to beer and wine or BYOB because we've never had liquor at the Festival.
- **Food shifts** – Tom missed the meeting, but phoned me on 8/20/08 with answers to several questions about Food volunteer shifts.
 - * Food prep shifts at All Saints School on Saturday before Festival Sunday will be the same as last year.
 - * We need a sign-up for 12 coolers.
 - * For Grillers we need 3 shifts of 3 people from 12:30-2:00 pm, 2:00-3:30 pm, and 3:30-5:00 pm with the sign-up to say "Grillers/Food Prep," not just "Grillers."
 - * For Cooking Area Set-up, 4 people from 11:30 am-12:30 pm.
- **Cooking location** – We want to use the whole blacktop area in front of the hall, so Cooking on the blacktop would be closer to the Kevin Eidt Youth Room with a lane kept open from the Youth Room door to the kitchen.
- **Other** –
 - * Maria Olivieri joined the Festival Planning Team and will handle drinks, paper good, and food donations.
 - * Andrea Licek already has called Stew Leonard's for their customary donation. Florence to see if she also contacted Costco and Stop and Shop for their customary gift cards.

- * Tom will bring his own deep fryer for French fries, etc. The parish has purchased its own large gas grill which we will use.

ENTERTAINMENT –

• Entertainment ideas –

- * Daniela said more was needed for the children, so instead of spending \$425 for two hours of a steel band, we'll have 90 minutes of a magician.
- * Will try to get a caricaturist, always popular with the children.
- * Pumpkins for painting – will see about availability at the start of September.
- * Entertainment is looking into borrowing a snow cone machine and a popcorn-making machine from Tracey School.
- * There will be a coconut toss game.

• Music –

- * No steel band so we can have a magician for the children. We will have taped or iPod Caribbean music
- * We may have 60 minutes of reggae music if Ian Chen can get a bass player.

• Entertainment location –

- * Plan is to have Crafts outside under tents on the blacktop.
- * Daniela will ask Fr. Dave whom to contact at Busy Bodies about using their playground area for the Festival. We would buy Busy Bodies a toy or some such item to thank them for use of the playground.

• Other –

- * Entertainment will make tissue-paper flowers and use paper streamers for decoration.
- * Entertainment will order
 - press-apply name tags that each guest will wear in order to get served food
 - plastic tablecloth to cover 20 tables
 - plastic leis so one could be given to each guest
 - multi-colored balloons for the balloon banner
- * American Idol Contest – waiting to see what Tom can plan.

SET UP / CLEAN UP –

- **Tables and chairs** – Rusty and Alex to check on number of available tables and chairs. We will try to set up 15-20 tables, each with 8 chairs.
- **Balloon banner** – Set-Up will get helium for the balloon banner, enough for 150-200 balloons. Entertainment will order the balloons.
- **5:30 pm Clean up** – We considered a sign-up for Clean-up from 7:00-8:00 pm, but decided people like to go home after the concluding Mass. In past years, many guests joined in to help with Clean-up even if they had not signed up for it on the volunteer sheets. We can leave the tents up until Monday and return for them.
- **Tents** – Alex will phone Bramwell Wood for his large tent. We do have John Davis' large tent. Dan has two 10x10 pop-up tents.
- **Needs list** – Rusty and Alex will make a comprehensive list of items that Set-up needs. They will check the rectory garage and shed to see what is available from past years, like the flags, the poles for the balloon banner, large green Festival sign, Tupperware, etc.

PUBLICITY –

- **Bulletin board display** – Daniela to put up church hallway bulletin board display on Saturday, August 30, along with volunteer sign-up sheets.
- **Postcard mailing** – We decided to cancel this postcard mailing to all 1,200 households on the parish rolls because of cost and time. The Festival typically draws its guests from the 400 or so families that regularly attend church on weekends. Sunday bulletin notices, pulpit announcements, and web site e-Mail Notices will inform them adequately about the Festival.
- **Publicity via REACH –**
 - * Dan to create festival flier for REACH teacher packets, for parent packets, and for student take-home.
 - * Dan to see about a group e-mail to REACH parents re Festival.
- **Pulpit announcements** – Entertainment asked that the pulpit announcements stress the need for volunteers for children's Crafts.

VOLUNTEERS –

- **Sign-ups** – To go up on church hallway bulletin board display on August 30.

- **New tents sign-up** – There will be a new sign-up sheet for 10x10 tents.

TICKETS –

- **Prices** – Prices set at last meeting, same as last year.
- **TOTAL teens** – As last year, TOTAL teens would get free admission in return for helping with children's activities and the like. Daniela will speak with Pat Olson.
- **Ticket sellers** –
 - * Ticket seller sign-ups went up August 19. Sunday bulletin notice and pulpit announcement set for August 23-24.
 - * Mandatory ticket-seller organizational meeting to be given by Bob on Thursday, September 11, at 7:30 pm in the church hall.

LITURGY –

- **Flags** – Joe missed the meeting, but Daniela would remind him to use the Festival flags for the 6:00 pm Mass entrance.

BAKING CONTEST –

- Fr. Mike missed the meeting, but Angela Carey will be helping him do the contest.

Upcoming Festival planning meeting dates

Although we moved our next meeting to September 10, Norwalk High School has a freshman student/parent meeting September 9, so TOTAL has moved its freshman teen meeting from September 9 to the 10. We still will meet September 10, but at 8:00 pm, likely upstairs in the REACH resource/library room.

- Wednesday, September 10, 8:00 PM
- Tuesday, September 23, 7:30 PM

Dan concluded the meeting with a brief prayer. The meeting ended at 9:10 pm.

Submitted by:

Dan Loch, Chairperson

August 20, 2008