

## **Festival Planning Committee Minutes Meeting of July 25, 2012**

**Attending:** Maria & Rusty Cappadona, Karen Christensen, Anne & Bill Groener, Greg Kryspin, Dan (chairperson) & Florence Loch, Lisa & Jack O'Melia, Alex Sgoutas

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

### **Minutes of the June 23 Meeting; July 25 Agenda**

Minutes of the June 23 meeting e-mailed to the planning team by July 21 and were amended by e-mail. Copies of the final minutes and of the contact information for each member of the planning team were distributed. Dan e-mailed a draft agenda for the July 25 meeting to the members on July 24.

### **Recap of 2012 Festival Plans from June 21**

Dan summarized the 2012 festival plans from the June 21 meeting: There is no special "theme" as in the past few years, except for "Parish Family." We want to keep the menu simple – hamburgers, hot dogs, potato salad, coleslaw, green salad (no french fries) with most if not all purchases coming from Costco in bulk. The adult admission price is reduced from the \$15 of the past several years to \$10 and children are free if accompanied by a paying adult. September 30 will be a REACH Sunday, but one like the classes on Passion Sunday – no 10:30 AM Mass in the hall, all grades go to the 9:15 AM, then all grades go to class. The children need only come down to the hall after classes end at 11:30 AM to be at the festival. Outdoor games will be accentuated to attract children and their families.

### **Planning Areas**

**TICKETS** – Greg

Printer, number to print –

- We will stay with our current printer who produces the tickets for free for the parish. The printing takes three or four days.
- With expected attendance of 200 adults and 100 children, the print run will be 400 adult tickets and 200 child tickets.
- A free child's ticket is needed to get a count of child attendance.

Selling weekends – September 15-16 and 22-23

At-door admission price –

- We decided to make admission prices higher for at-the-door admissions: \$12 for adults, children still free if accompanied by a paying adult.
- We also decided to use the traditional hand-stamp with attendees.

Monitoring child admissions – To monitor that a free child is accompanied by a paying adult, parents will pick up their child tickets in the REACH classroom on September 30.

## **FOOD / PAPER GOODS** – Karen, Bill, Tom

### Menu

- We decided to replace coleslaw with macaroni salad because it would have more appeal.
- *[ After the meeting – Costco did not have ready-made macaroni salad. Restaurant Depot did, but Tom Bennett volunteered to make it Sunday morning of the festival. ]*
- Florence will ask Pat Olson to make two large (or four small) trays of mac & cheese for the children.
- We decided not to have soda, only lemonade, fruit punch, coffee, and tea.
- We decided to add potato chips.
- We decided to make our own green salad the morning of the festival.
- We decided to be ready to start serving food right at 11:30 AM on the 30th.
- *[ After the meeting – Karen asked John Davis for quantities and he advised 300 hamburgers and 200 hot dogs. We quickly can buy more, if needed, the afternoon of the festival. ]*

### Costs and where to buy

- We want to compare Norwalk Costco prices with those of Restaurant Depot in Orange, CT. Alex and Jack volunteered to go to Restaurant Depot to get their prices on hot dogs, hamburgers, buns, etc.
- *[ After the meeting – Dan and Florence went to both Costco (July 31) and Restaurant Depot (August 1) for prices. Costco's prices were less. See Addendum at end. ]*

### Other

- Lorraine was not able to attend, but previously said she'd make the donation requests to Stews, Stop & Shop, etc. This can help with beverages and buns.
- Karen will count how many plates and plastic forks and knives on-hand in the parish hall kitchen.
- Karen has in her garage a large, unused refrigerator in which we can store food purchases.
- The festival Food binder still is missing – Tom says he may have it – so we have no past quantities to go on for food, condiments, beverages, and paper goods.
- Bill will be away September 4-12, but here on the 30th.

## **ENTERTAINMENT** – Maria

### Magician –

- Maria asked Kevin Carr, the stilt-walking magician from the past two festivals, if he is available. No answer yet.

### Arts & Crafts –

- Beads, face painting, temp tattoos as usual in the church hall back room.
- Maria will buy supplies as needed.
- Back room set-up of card tables (not of the heavy round tables from the upstairs classrooms) will be immediately after the REACH 6th grade class exits the back room.

Pumpkin decorating – Maria will contact Geiger Nurseries for prices.

Inflatables –

- Maria recommends the basketball hoops and the Gorilligan's Island crawl-through which we can rent from Taylor Rental in Wilton for \$150 and \$220 respectively.
- Inflatables start time will be right at 11:30 AM.
- Some thought at least one of these might be place on the grassy areas near the Busybodies Daycare playground. If not, these would have to go on reserved space in the church's front parking lot alongside the Busybodies Daycare playground.

Outdoor games for children –

- We have on-hand the bean-bag toss and possibly other outdoor games from previous festivals.
- We also will use four or five of the class-day, simple, run-around games from All Saints' School.
- Outdoor games will start at 2:00 PM.
- The outdoor games would be held on reserved space in the church's front parking lot alongside the Busybodies Daycare playground. A previous idea to hold the outdoor games on the grassy areas along the church rear parking lot was thought unsuitable because it would require parents to move to that area. Parents would want to see their children at play right from the church hall.

Pie-eating (or similar) contest

- Starts at 3:05 PM, or after 50-50 drawing.

Busybodies Playground

- Anne will ask the owner if their playground can be used on the 30th by the parish children during the festival.

Balloons (for balloon arch) and tablecloths

- As usual, Entertainment will buy these.

Other –

- Maria will try to recruit organizational help from others.
- What will be critical is the adult help needed with these activities and games for safety and supervision on the day of the festival.

Recorded Music – Jack

- Jack will prepare the continuous recorded music.
- He also will explore using music for adults to "Name That Tune" or a "So You Think You can Sing"

**50-50 RAFFLE** – Karen

- Throughout the festival
- Winner must be present.
- 3:00 PM drawing for the winner

### **DESSERTS AND DESSERT CONTEST** – Lorraine

- Sign-up for desserts to share or enter contest
- Judges and judging criteria
- Award certificates
- Dan sent Lorraine a suggested judging sheet and Microsoft Publisher award certificate templates.

### **SET UP** – Rusty, Alex

#### Church hall set-up

- We will ask the Men's Ministry men to set up the church hall tables and chairs (and a volunteered 20x20 tent) on the Saturday morning before the 30th.
- Discussion ensued about the need for pulpit announcements for the return of the missing tables and chairs with amnesty because we need all the tables and chairs we have. *[ After the meeting – Fr. David found out who “borrowed” the missing tables and chairs and says he will return them. ]*
- As Kathy Coyne reminded Dan, we also need to ask the Men's Ministry men to move 25 folding chairs to the main church side aisles to accommodate the extra attendance at the combined grades 1-6 (:15 AM Mass on the 30th.
- The heavy round tables are needed in the upstairs classrooms for REACH on the 30th, so the church hall back room will be set up for Arts & Crafts with card tables immediately after Grade 6 leaves at 11:30 AM.
- Dan will ask Fr. David to ask the 1:00 PM AA meeting to relocate on the 30th from the church hall back room to the rectory.
- Tablecloth placement, balloon-inflation, and Arts & Crafts card table set up will be done by Set-up Volunteers the morning of the 30th.

#### Blacktop and parking lot set up

- Alex or Rusty will contact Fitzgerald for two 20x20 tents to be set up on the church hall blacktop on Friday before the festival.
- We will need extra tables and folding chairs for the blacktop outside the church hall, especially because some folding tables are needed for Arts and Crafts. Maria thinks \$100 will get us rental of 20 tables from Norwalk Tent. Karen paid \$550 to Taylor Rental for extra tables and chairs for the parish raffle picnic.
- Alex or Rusty will ask John Davis for his 20x20 tent to cover the serving line on the blacktop outside the TOTAL room. We will ask the Men's Ministry men to set up this tent the Saturday morning before festival Sunday.
- Set Up will get the two inflatables festival Sunday morning at 9:00 AM and inflate them.
- Set Up will rope off part of the church front parking lot near the Busybodies playground as space for the outdoor, run-around games and perhaps for the inflatables.

#### Other set-up

- Set Up will get the helium tank for the balloon arch.
- Set Up will get the propane for the St. Jerome grill. *[ I would add: And make sure beforehand that the grill does work. ]*

- Extension cords are needed, especially to the inflatables.
- Large coolers may not be needed as a volunteer item.
- Pop-up tents may be needed as a volunteer item.
- Cold drinks will be set up outside on the blacktop; hot drinks against the side wall in the hall.

## **VOLUNTEERS** – Florence

### Ticket sellers

- 2 for each Mass of two weekends = 20 (Many do both weekends.)
- 2 shifts of 2 locations for day-of = 4 (& they take and count tickets)

50-50 sellers, day-of – 3 shifts of 2 each = 6

### Set-up

- No Saturday day-before needs
- Sunday 9:00 AM for tablecloths, decorations, inflatables, rope off parking lot, set up Arts & Crafts back room – need 6. Ask them to park at the rectory.
- During festival hours, trash – need 2
- Clean-up after festival – no sign-ups, ask people to help clean at 3:30 PM, pick up tables and chairs.
- Kitchen clean-up – need 2
- Pop-up tents – need several
- Coolers – not needed

Food prep – Morning of festival from 9:00 AM for green salad and macaroni salad – need 4. Ask them to park at the rectory.

Grillers – 2 shifts of 3 each = 6

Servers/Runners – 2 shifts of 6 each = 12

Drinks – 2 shifts of 2 each = 4

### Entertainment

- No separate Children's Area Set-up sign-ups. Never get any sign ups.
- Inflatables – 4 shifts of 1 adult at each inflatable = 8 (stress need to show-up!)
- Outdoor games – one-time shift of 3 adults = 3
- Crafts – 3 shifts of 4 = 12 (recruit teens)
- Children's face-painting and tattoos – 3 shifts of 2 = 6
- Pie-eating (or similar) contest – 1 adult

Total volunteers – 88 total volunteers needed

## **PUBLICITY** – Dan Loch, Kathy Kryspin

### Church hallway festival bulletin board

- Volunteer sign-up sheets and visuals to emphasize “Parish Family”
- Do on Saturday morning, August 26

### Bulletin notices, e-Mail Notices

- Four bulletin notices, each of the first 4 weekends in September
- Bulletin flier, September 16-17, first ticket sales weekend. Anne thought the first REACH Sunday would be September 16.

- Flier home with all REACH students, September 16-17
- St. Jerome e-Mail Notices each of the first 4 weekends in September
- Revised statement of new festival format:

This year's St. Jerome Parish Family Festival on Sunday, Sept. 30, in the church hall from 11:30 AM to 4:00 PM is designed to appeal especially to children and their families – as well as to seniors, teens, and all parish members – by being more affordable and by accentuating outdoor games. Our 2012 festival features plentiful kid- and adult-friendly food, a reduced, rolled-back adult admission price of \$10 (\$5 less than the past two years and \$2 less than 2006-2009), and FREE admission for all children under 12 if accompanied by a paying adult.

Enjoy your favorites! – hot dogs, hamburgers, potato salad, macaroni salad, green salad, and mac & cheese. Children can compete in run-around outdoor games and enjoy the inflatables, the magician, pie-eating contest, pumpkin-decorating, face-painting, temporary tattoos, and crafts!

Sept. 30 will be a REACH Sunday, but one like the classes on Passion Sunday – no 10:30 AM Mass in the hall, all grades go to the 9:15 AM, then all grades go to class. The children need only come down to the hall after classes end at 11:30 AM to be right at the festival for FREE (if accompanied by a paying adult). Parents will pick up their child tickets in their child's REACH classroom on Sept. 30. Advance tickets go on sale Sept. 16-17 and 22-23. Adult tickets at the door are higher: \$12. We ask that you please buy tickets IN ADVANCE so we know how much food to buy.

**BUDGET** – Estimated costs (\* = revised)

\$ 370 Inflatables\*  
 \$ 400 Magician  
 \$ 100 Pumpkins  
 \$ 50 Arts & crafts  
 \$1,000 Food, paper goods  
 \$ 330 Set-up\* (helium, propane, tablecloths, decorations, extra tables & chairs)  
\$ 50 Team dinner  
 \$2,300 Total

We need a paying adult attendance of 230 at \$10 a ticket to break even. In the past six years we have had average adult admissions for the church hall of 182.

The meeting ended at 9:15 PM

Submitted by,  
 Dan Loch, Chair  
 August 10, 2012

**ADDENDUM** – Costco and Restaurant Depot pricing compared

HAMBURGERS

Costco

Kirkland Quarter-Pounders, 24 pack (6 lbs.) for \$16.79 or \$2.80 per lb.

Restaurant Depot

27-pack (10 lbs.) for \$31.90 or \$3.19 a lb.

If we go with John Davis' 300 hamburger estimate and Costco's Kirkland Quarter-Pounders, that's \$212.00.

#### HOT DOGS

##### Costco

Ball Park bun-sized, 32-pack, 4 lbs. for \$9.99 or \$2.50 per lb.

Kirkland foot-long, 4 lbs. for \$14.99 or \$2.66 per lb.

Hummel skinless, 5 lbs. for \$15.99 or \$3.20 per lb.

##### Restaurant Depot

Hummel skinless, bun-sized, 24-pack for \$16.11 or \$3.22 a lb.

Hebrew National 19-pack for \$14.99 or \$3.00 a lb.

Old Neighborhood 10-pack (1 lb.) for \$3.13

If we go with John Davis' 200 hot dog estimate and Costco's Ball Park bun-sized, that's about \$70.00.

#### BUNS

##### Costco

Both hamburger and hot dog Blue Ribbon buns, 16 pack for \$1.99

##### Restaurant Depot

Hamburger buns, 16-pack, \$2.15

Hot dog buns, 16-pack, \$2.12

If we go with John Davis' estimates and Costco's Blue Ribbon buns, that's about \$64.00.

#### POTATO SALAD

##### Costco

5 lbs. for \$6.99 or \$1.40 per lb.

##### Restaurant Depot

8 lbs. for \$13.47 or \$1.68

If we go with ½ lb. per person, 250 servings (125 lbs. total), and Costco's potato salad, that's \$175.00.

Using these figures, Costco hamburgers, hot dogs, buns, and potato salad total \$525.00, which sounds well within a \$1,000 food budget.

GREEN SALAD – Suggest we make our own.

##### Costco

Ready-made, 1 lb. for \$3.79. (Just too expensive.)

Romaine lettuce, 6 hearts for \$3.99, no weight listed

Lettuce, 25 oz. (about 5/7ths of a lb.) for \$3.59

Grape tomatoes, 3 lbs. for \$3.99 or \$2.50 a lb.

##### Restaurant Depot

No ready-made available.

Romaine lettuce, 6 hearts, \$3.96

Cherry tomatoes, 12 pints (a lot!), \$8.95

MACARONI SALAD – Suggest we make our own.

##### Costco

None available.

##### Restaurant Depot

Pasta salad, 8 lbs. for \$12.59 or \$1.57 a lb.