

Minutes, Festival Planning Team Meeting of Sept. 10, 2008

Attending: Erin Halsey, Daniela O'Callaghan, Maria Cappadona, Maria Olivieri, Alex Sgoutas, Tom Bennett, John Davis, Fr. Mike, Dan & Florence Loch

Dan began the meeting with a brief opening prayer at 8:06 pm. We met a day later and an hour later than usual because of a Norwalk High School freshman meeting scheduled for September 9 and a TOTAL meeting on September 9.

Committee Reports

ENTERTAINMENT –

- **Entertainment features –**

- * Maria C. got the magician who will do 60 minutes of magic and then hold magic classes for the children.
- * Busy Bodies ok'ed our use of their play area supervised by parents outside the hall. We'll remove the Busy Body rolling toys.
- * Pumpkins for painting – Geigers will have 100 for us at about \$1.00 each.
- * We have the snow cone machine and popcorn machine from Tracey School.
- * Erin got us a caricaturist for 60 minutes.
- * Decided not to buy leis (not really Caribbean) and not to offer hair-braiding (requires too much skill and training).
- * Will buy 70 balloons and 400 name tags. The name tag gets you admittance into the food line. Debating whether to order tablecloths that are white with hibiscus on the edges.
- * Tom showed off his Rastafarian wig and hat.

- **Music –**

- * Ian Chen gave Daniela three reggae audio CDs and Dan gave her two calypso/Caribbean music CDs for the iPod Caribbean music to be played during the afternoon.
- * No "American Idol" contest because we ran out of planning time. John Davis offered the use of his karaoke set-up, but we decided this might detract from the Caribbean theme and from the mingling in the hall, plus be hard to manage with many children.

- * We may have 60 minutes of reggae music if Ian Chen can get a bass player.

- **Arts & Crafts location** –

- * After our September 10 meeting, Alex and Daniela agreed that Arts & Crafts would be in the Adult Learning Center in the back of the church hall.
- * On September 14 Fr. David asked AA and they agreed to hold their afternoon meeting on festival Sunday in the rectory.

SET UP / CLEAN UP –

- **Sound system needs** –

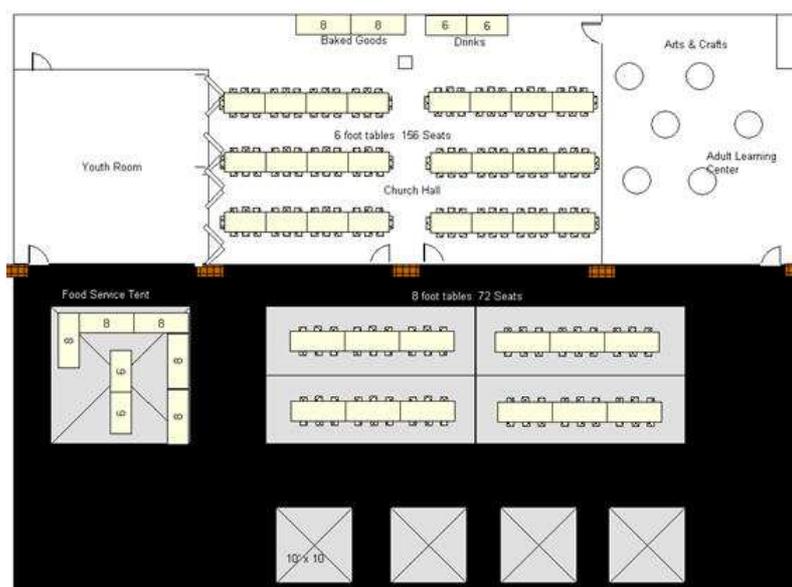
- * We want the system to provide sound both inside the hall and outside for the blacktop.
- * We are pretty sure the magician will bring his own sound system.
- * After our September 10 meeting, Alex and John D. met on September 14 with John Leskovsky (who with Don Parks arranges the sound system for each 10:30 am REACH Sunday Mass in the hall) to coordinate the sound system needs.

- **Table and chair needs** – Dan urged all committees to tell Alex exactly how many tables and chairs they need and where they want them located. Alex composed a preliminary grid of table and chair needs.

- **TABLES AND CHAIRS** –

- * At the meeting we thought we should rent extra tables (@ about \$20 each) and chairs (@ about \$1.00 each) to be able to seat 225 for eating plus have 50-60 chairs and 8 tables for children's crafts.
- * After our September 10 meeting, a flurry of e-mails from Alex to Dan, Rusty, and John enumerated our on-hand tables and chairs and showed that in light of first weekend ticket sales we may not have to rent tables and chairs, but might ask parishioners directly for donating large folding tables for the day.
- * By Alex's count we have on hand,
 - 20 8x3-foot tables (8 for serving leaves 12 for seating)
 - 10 33x33-inch card tables (for tickets & Entertainment)
 - 6 6x3-foot tables (for tickets, Entertainment, and Baking Contest)
 - 7-15 48 (diameter) round tables (for additional committee table needs – or add to food seating)

- 170 gray metal and white plastic chairs
 - 31 blue chairs
 - 33 gray chairs
 - 16 green chairs
 - Total about 250 chairs
- **Tents** – We have enough tents and can stop asking for large tents to be donated for the day.
 - **Ticket-taker locations** – In front of tents on blacktop and at top of stairs that enter the church hall.
 - **Dumpster** –
 - * We wanted the dumpster moved to allow space for cooking and food service on that part of the blacktop.
 - * After the September 10 meeting, Alex contacted City Carting and they emptied the dumpster near the small pines on the edge of the blacktop and positioned the dumpster near the bike rack and about 12 feet away from the Youth Room. This gives us the space we need to locate cooking and food serving beside the Youth Room with a corridor through that room's outside door to the hall kitchen. The piles of discarded wood are being brought in several loads to the Norwalk dump by the church custodian and will be gone by festival day.
 - **Layout** – After the September 10 meeting, John Davis composed a very useful computer-designed layout of the church hall and blacktop area. John's original is attached, but it is now being modified to allow for individual 8x3-foot tables (not joined tables) and in light of first weekend ticket sales.



FOOD –

- **Food** – Tom elaborated about the food to be offered.
 - * John Davis’ famous Jamaican jerk chicken. The ensuing discussion revealed “jerk” meant “blackened” which prompted Florence to ask that the chicken be “not too jerky.” Tom promised “not to be a jerk about it.”
 - * Pork butt roasted five hours.
 - * Two different rices
 - * Salads and an appetizer
 - * Hots dogs and fries. Tom has his own fryer. We’ll use the church’s new huge grill.
- **Purchasing** –
 - * Tom will bring his own propane. Tom and John will do all the food buying and ice for food (20 bags ice).
 - * Maria O. and Maria C. will buy the paper goods, plastic utensils, drinks, and ice for the snow cones. They also will get the gift card donation from Stew’s.

PUBLICITY –

- **Bulletin board display** – Daniela created a fabulous hallway bulletin board display on August 30.
- **Ticket-seller posters** – Dan showed the two 48x28 inch ticket sales posters (with photos from the 2006 church hall Festival) and the one 48x28 inch poster of 96 photos from the 2004, 2006, and 2007 Festivals which is now on an easel in the back of the church near the left set of doors to the outside.
- **Weekly printed bulletin notices** – Have appeared August 30-31 and September 6-7. To appear September 13-14 and 20-21. Festival flier as whole page insert on September 13-14, first Sunday of REACH.
- **Pulpit announcements** – Made on September 6-7 and September 13-14. Last to be made September 20-21.
- **e-Mail Notices** – Mass e-mails about the Festival to the 187 subscribed parishioners were sent August 23, September 3, and September 12. Last to be sent September 18.

- **Publicity via REACH –**

- * Two-page (one sheet) Festival flier was put in all REACH teacher packets and all parent packets and was given to all REACH students as a September 14 student take-home.
- * e-mails to all REACH parents about the Festival are being sent by the REACH office on September 18.

VOLUNTEERS –

- **Sign-ups** – have begun. Food Helpers nearly done. Need more for other categories.
- **Tents sign-up** – We have enough. Dan crossed out the remaining sign up slots on the Tents sheet.

TICKETS –

- **Ticket sellers** – We have volunteers to sell after each Mass both weekends except for the 8 am on Sept. 21.
- **Phone call reminders** – Florence phoned each ticket-seller volunteer to thank them, remind them of their Masses, and remind them of the mandatory ticket-seller meeting on Thursday, Sept. 11, at 7:30 pm in the church hall.
- **TICKET SALES THE FIRST WEEKEND** – After our September 10 meeting, we had the first weekend of ticket sales, Sept. 13-14, at which 50 adult and 10 children's tickets were sold. In 2007 the first weekend we sold 91 adult and 16 child tickets. The 45% fewer ticket sales the first weekend this year suggests we may not need to rent tables and chairs.

LITURGY –

- **People** – Joe missed the meeting, but Daniela said he will select the lectors and Eucharistic Ministers. After our September 10 meeting, Fr. David said it will be a concelebrated Mass with himself as the presider.
- **Mass Music** – Ian Chen will do the 6 pm Mass music. Joan McFarland will not be in town on Festival Day. After our September 10 meeting, Joan e-mailed a list of the songs to be sung at the Festival Mass, the same songs as at the 9:15 am that same Sunday. The REACH Singers will practice these on Wednesday, Sept. 17.

ENTRANCE	O BLESS THE LORD
RESP PSALM	TO YOU, O LORD
OFFERTORY	CHRIST BE OUR LIGHT
COMMUNION	ONE BREAD, ONE BODY
RECESSIONAL	I AM THE LIGHT OF THE WORLD

BAKING CONTEST –

- **Judging time** – will be about 3 pm. Dan will compose a judging sheet.
- **Judges** – Barbara Bagnato, Paul Stumpf, Judi Dennehey, Bob Olson, Erin Halsey, and Greg Vetter.

Upcoming Festival planning meeting date

This will be our last Festival Planning Team meeting before Festival day.

- Tuesday, September 23, 7:30 PM

Dan concluded the meeting with a brief prayer. The meeting ended at 9:14 pm.

Submitted by:

Dan Loch, Chairperson

September 17, 2008