

Minutes, Festival Planning Team Meeting of Sept. 23, 2008

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

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

Committee Reports

TICKETS –

2008 festival ticket sales to September 23:

Adults	147	\$1,764
Children	57	\$ 399
TOTAL	204	\$2,163

By weekend of advance sales:

	2008 TICKETS			2007 Tickets		
	Adult	Child	Total	Adult	Child	Total
1st weekend	50	10	60	91	16	107
2nd weekend	97	47	144	137	40	177
Sub-total	147	57	204	228	56	284
At Gate				74	29	103
Grand Total				302	85	387

• Budgets –

- * Assuming we may end up with \$2,500 after at-the-gate sales, Entertainments will and should end up spending under \$1,000.
- * Food would end up spending under \$1,200, buying for 185 adults and 70 children.
- * After our September 23 meeting, this rose to about 285.
- * Stew Leonard's provided \$125 in gift cards which will be used for drinks and buns.

• TOTAL teen attendance –

- * We previously decided to admit TOTAL teens for free if they volunteered to work at the festival.

- * We found out 41 teens had signed up to work at the festival, a larger number than in the past. Only 18 teens had signed up on the volunteer sheets.
- * After our September 23 meeting, Judi Dennehy wrote each of the teens to ask if they indeed would work at the festival with an answer due by Friday, September 26. Daniela organized the attending teens into duties and shifts.
- * For next year, it would be important for our food-buying needs to ascertain a week earlier a more exact number of teens who would work at the festival.

• **Ticket selling procedures –**

- * Continued confusion among ticket-sellers and their complaints about the complexity of ticket-selling procedures prompted a decision to change and simplify for next year the procedures in use since 1999.
- * Low attendance (6 of 18) of ticket-selling volunteers at the mandatory ticket-selling procedures meeting on September 11, the above confusion and complaints, and the absence of ticket sellers at certain doors on each weekend prompted us to consider for next year the elimination of the ticket-sellers volunteer sign-up sheet in favor of our selecting and directly asking specific, reliable individuals to sell tickets for the two weekends of ticket sales.

SET UP / CLEAN UP –

• **Tents –**

- * We have two 20x30 tents and six 10x10 tents volunteered for the blacktop.
- * Fitzgerald Awning will donate the use of two 20x20 tents which may make one of the 20x30 tents not necessary.
- * We made plans to make an emergency e-Mail Notice to the parish, to ask the Saturday morning Men's Meeting men, and/or to ask the volunteers teens to help set up tents on Saturday, September 27.
- * After our September 23 meeting, Fitzgerald Awning told Alex they themselves would install their two 20x20 tents. They did this in 30 minutes on Thursday, September 25 to beat predicted rain and high winds due Friday. This made the "emergency e-Mail

Notice to the parish” and the use of teens for tent set-up unnecessary. No teens had said they would be able to help on Saturday or Sunday morning with set-up.

- * After our September 23 meeting, the 16 men who were at the Saturday morning Men’s Meeting did greatly help with set up early Saturday morning after their meeting. They set up John Davis’ 20x30 tent for the cooking/serving area on the blacktop beside the Kevin Eidt Youth Room and brought down from the upstairs classrooms all the round tables and card tables.
- * We will take down the tents at 5:00 pm on festival day, except for the Fitzgerald Awning tents which Fitzgerald Awning will take down.

• **Other –**

- * Alex got City Carting to leave a second dumpster beside the first.
- * The snow cone and popcorn machines will be on the blacktop under a tent at the rear door to the hall (the AA entrance).
- * On Festival Sunday morning and after their meeting ends at 8:30 am, the AA people will set up the round tables in the Adult Learning Center rooms (back of hall) for Arts & Crafts.
- * We will set up the helium-filled balloon arch Sunday morning.
- * At about 3:00 pm at the festival Dan or Daniela will make an announcement asking people who are present at 5:00 pm to help with clean-up. In years past many attendees pitched in with clean-up and it went quickly.
- * Rain, drizzle, and possible high winds are forecast for Friday, Saturday, and Sunday. After our September 23 meeting, it rained hard Friday and drizzled on-and-off on Saturday.
- * By Saturday at 4:00 pm the outside sound was wired (John Davis), the larger tents were up (John D. and men from the Men’s Meeting) with round tables underneath for eating and long tables for serving, the hall tables and chairs were set up and the banner in place (Alex and Rusty), and the decorations (Daniela and Maria C.) and tablecloths (Woody and Dan) in place.
- * Only two people (Dan and Woody Wood) signed up for Set-up. We may need to brainstorm ways to get more people to sign up for Set Up next year. Without the help from the men at the Men’s Meeting, we would have been hard-pressed.

FOOD –

- **Food** – Tom added macaroni to the menu for any non-rice eaters.
- **Purchasing** – After our September 23 meeting, Dan advised Tom to buy about 10 pounds more chicken and/or pork to take into account the possible number of teens who might be attending whose numbers are not reflected in the September 23rd ticket count.

ENTERTAINMENT –

- **Schedule for the day** – Entertainment will make a sign to put out at the festival reflecting the events of the day.

1:30 Festival Opens - Food Service
Crafts and games open all day

2:00 Magician (50-55 minute magic show and 20 minutes of teaching children a trick)

3:00 Caricaturist (one hour)
Popcorn and snow cones open
Baking Contest Results

4:00 Competitive Games Begin
- Fruit Eating
- Limbo
- Conga Line

5:00 Food Service Ends
Clean-up Begins

- **Entertainment details –**

- * Crafts: Leaf necklace craft, beads, pumpkin painting, sand art (bottles, bracelets, fish necklaces), bag decorating, tattoos and face painting.
- * Games: Pumpkin toss, bean bag toss, lollipop palm tree, limbo, conga line, banana and apple eating contests.

- **Other –**

- * Hibiscus name tags were not ordered to save money. Daniela has created a LIMBO stamp, an idea she got from Tom.

PUBLICITY –

- **Ads** – Dan showed the one-page, yellow-paper insert flier that appeared in the September 13-14 weekly printed bulletin and the one-page flier that was sent home with each REACH student that first weekend of REACH.

VOLUNTEERS –

- **Phone calls** – Florence will be calling all the volunteers who have signed up on Wednesday, Thursday, and Friday evenings.

LITURGY –

- **Program** – Joe missed the meeting, but Natalie in the REACH office made up a program with the song lyrics.
- **Ministers** – After our September 23 meeting, Joe said he'd select and ask the Lectors and Eucharistic Ministers to serve at the 6:00 pm Mass.

BAKING CONTEST –

- **Judging form** – Dan composed a judging form for each category (Cakes, Pies, and Bars Cookies and Cupcakes), adult and child, with the criteria for each of taste, texture, and appearance.
- **Entries** – Only 5 entries have been placed in the contest box, but 26 forms have been taken, meaning 21 taken have not been entered. It is usual for many entries to just appear on festival day.

Upcoming Festival Planning Team Dinner

A conflict with October 8 when there is a Liturgy Committee meeting made the date be Tuesday, October 15. Drinks, hors d'ouvres at 6:00 pm, dinner at 6:45 or 7:00 pm. Fr. Mike will cook.

Fr. David concluded the meeting with a brief prayer. The meeting ended at 8:39 pm.

Submitted by:
Dan Loch, Chairperson
September 26, 2008