

Festival Planning Committee Minutes Meeting of August 30, 2012

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

Dan began the meeting with a brief opening prayer at 7:30 pm.

Minutes of the July 25 Meeting

Minutes of the July 25 meeting were e-mailed to the planning team by August 11 and were used as the jumping-off point agenda for the August 30 meeting. Copies of those minutes and of the contact information for each member of the planning team were distributed.

Planning Areas

TICKETS – Greg

Printer, number to print –

- Tickets are being printed.
- Dan had clarified that the ticket define children as “12 and under” rather than “14 and under”.
- Parents are to pick up their children (but not their children’s tickets) in their child’s REACH classroom on Sept. 30.

FOOD / PAPER GOODS – Karen

Costs

- Dan’s estimate of Costco expenses for hot dogs, hamburgers, buns, and potato salad was \$525. Salad costs are estimated at \$114. Total that far is \$639.
- Lorraine secured a \$100 Walmart gift card and a \$25 one from ShopRite. Stew Leonard’s declined to donate.
- Lorraine also has two large Costco ketchups for us and one of mustard.

Other food items

- Pat Olson will make two large (or four small) trays of mac & cheese for the children.
- Tom Bennett will make the past salad (3 large trays) at his home and buy the ingredients and dressing.
- We also need cheese for cheeseburgers, lettuce and tomatoes for the burgers, aluminum serving trays, a Costco sheet cake, ice, ground regular and decaffeinated coffee, plastic utensils, and paper goods.
- Dan will ask Bill for how many and what size trays for the salads.
- Karen and Alex will survey what we have on hand in the kitchen for paper goods and plastic utensils.

ENTERTAINMENT – Maria

Areas for inflatables and outside games –

- Rusty, Maria, Alex, and Dan measured off the front parking lot by the Busybodies playground and found the Gorilligan’s Island crawl-through inflatable can fit on a 30x30 foot area close to the church hall blacktop area. Rusty and Maria have a rug to use at the slide-end of the inflatable.
- Dan will ask John Kuczo if he can get us some 3’ tall red field cones from FCIAC to mark off the parking lot.
- The basketball hoops inflatable will go on that hall blacktop near the concrete stairs leading to the rectory. Rusty has basketballs we can use.
- The outside games (4-5 team races) will fit on the grassy area behind the pine trees.

Magician –

- No answer yet from Kevin Carr, the stilt-walking magician from the past two festivals.
- Maria has back-ups in mind.

Music –

- Jack is working on recorded music. On Sept. 30 Bill can set up the sound system.
- Jack is working on a “Name That Tune” game for the adults.

Other –

- Maria will have Frisbees for the children to toss.
- Maria will order tablecloths and balloons.
- Daniella O’Callaghan will ask the TOTAL teens to sign up as volunteers for set up, arts and crafts, pumpkin painting, temporary tattoos, and face-painting. Teens who volunteers will have free admission.
- We decided we need another propane grill for the hot dogs.

50-50 RAFFLE – Karen

- John Kuczo will help Karen on Sept. 30.

SET UP – Rusty, Alex

Tables and chairs

- Alex reported we have on-hand 23 six-foot tables. We have enough chairs (250).

Extra tables and chairs

- Maria will order 25 eight-foot tables, no chairs.

Pick-up truck

- Maria got a friend, Rob Schutze, to volunteers his pick-up. He drives.
- Alex and he will get the inflatables from Wilton Taylor Rental on Saturday, Sept. 29.

Rain date

- We decided not to have a rain date.
- In case of rain the TOTAL room might be used for children's back-up games.

Tents outside

- Alex contacted Fitzgerald and they will set up two 20x20 tents on the church hall blacktop on Friday before the festival.
- We will ask Woody Wood, John Davis, and Tom Bennett for their large tents.
- Alex will get the dumpster emptied by our service contractor.

Other set-up

- The chairs that go from the hall to the church for extra seating at the Sept. 30 9:15 AM all-grades REACH Mass have to go back upstairs to the classrooms for the AA meeting that will take place upstairs.

VOLUNTEERS – Florence

Food prep – Only 6 needed for food prep Sunday morning.

Pick-up truck – No volunteer truck sign-up needed.

PUBLICITY – Dan Loch, Kathy Kryspin

Church hallway festival bulletin board

- Volunteer sign-up sheets and visuals to emphasize “Parish Family”
- Dan will do on Saturday morning, Sept. 1, after the Men's Ministry meeting.

Bulletin notices, e-Mail Notices

- Two of four bulletin notices have appeared.
- Bulletin flier as an insert coming September 16-17, first ticket sales weekend.
- Flier home with all REACH students, September 16-17
- Two St. Jerome e-Mail Notices sent out.

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 9:10 PM

Submitted by,

Dan Loch, Chair

September 15, 2012