



2017 QSF Carnival Planning

Meeting One • 09.21.17

Attendance: All QSF Board

1. General Carnival Info

- a. October 21 – 5-8PM (no trunk or treat this year) ✓
- b. \$10 tickets sold at door for all school age children ages 4 and up ✓
- c. In Questa Courtyard ✓
- d. Budget –roughly \$2,000 (prizes, activities) ✓
- e. Need Marketing Material ASAP – Reuse old Flyer ✓
 - i. Check storage for signs (**Thursday 09.28 @ 9:00am**) – **Anyone who can make it**
 - ii. Robocalls ✓
 - iii. Newsletters ✓
 - iv. Main Mountain House Facebook Page ✓

2. Volunteer Requirements

- a. Survey to be sent out to see what date/times work best for volunteers/committee to meet for future carnival organization – **Tristen/Megan create a document/survey to push out to teachers/classes for sign up.**
- b. Setup – As many volunteers as possible (we have all supplies/game rules from last year)
 - i. 12:00 – 2:00pm Set Up – **assign specific time slots to volunteers - Tristen**
 - ii. We need golf cart and keys to outside stage garage door & Storage Container
 - iii. Verify Sprinklers will be shut off between 10/18-10/23
 - iv. Lock ALL exterior gates @ 4PM
 - v. Walkie-talkies from the office
- c. During - 4:30PM
 - i. Ticket Sales – QSF Manned (4 payment lines)
 - ii. Game Stations (See Map) –
 1. Roaming Parent Volunteers: 4 parents every 30 minutes – shoot for a total of 35 parent volunteers
 - a. Ask Teachers to get 2-4 volunteers per classroom however they see fit (email, survey, sign-up sheet – whatever works best for teacher’s workstyle) –**Mandy to push out verbally to teachers after the “Dot & Dash” Meeting on Friday (09.29) We’d like a one week timeline for teacher to turn around volunteers for future delegation of volunteer duties**
 - b. Additional Teacher Volunteer Incentive – Costume Contest!
 - i. Student Prizes (**\$100/50/25 Amazon Gift Card**)
 - ii. Teacher Contest (**\$100 Amazon Gift Card**)
 - iii. TK-3rd Contest
 - iv. 4th-6th Contest
 - v. 7th – 8th Contest
 2. Purchase 50 Neon Volunteer Vests (IKEA) – **Tara**
 3. Purchase 2 Utility Lights (Harbor Freight) - **Mike**
- d. Cleanup – As many volunteers as possible 8PM-10PM

- e. Tickets
 - i. Cash/Credit card ONLY
 - 1. 2 Card Lines and 2 Cash Lines – streamline lines with ropes - **Mike**
 - ii. Issue wristbands for all volunteers
 - iii. Issue Hand Stamps for all paying children
 - 1. Required to play games
3. Games
- a. See List from last year – See Instructions for each game
 - b. Check all games in storage unit –
 - c. Student run games with parent supervision
 - d. Prize donations
 - i. Need volunteer to message parents and coordinate drop off at front office – **Megan: coordinate RobboCall with Heather (large storage bins will be placed in the office for candy donation collection)**
 - ii. Inventory of left over prizes from last year - **(Thursday 09.28 @ 9:00am)**
4. Activities
- a. Games from last year
 - b. Bounce Houses/Slides - **Mike**
 - i. Two Bounce Houses - **Mike**
 - 1. Age 0-6
 - 2. Age 7-10
 - ii. One Large Slide - **Mike**
 - c. Henna Table (ask Bushra)- **Mandy**
 - d. Two Laser Tags – \$900? - **Mike to negotiate quote**
 - e. “Dance-Dance game” for older kids?
5. Haunted House
- a. Verify with ASB and 8th Grade Teachers - **Mike**
6. Concessions
- a. Verify with ASB – Not QSFs responsibility - **Mike**
 - Remind them they need their own change and cash box/supplies
7. Cake Walk
- a. Volunteer Responsibilities - **Tristen**
 - i. Marketing – put up signs on campus spread the word – **Crysti Legorreta?**
 - ii. Collect donations – **Sarah Rashad?**
 - iii. Set-up - **OPEN**
 - iv. Run Cake Walk/Game Management - **Sarah Rashad?**
 - v. Clean-up – **OPEN**
8. Volunteer Management:
- a. **Upon entry, volunteers are assigned duty**

Future QSF Meeting Topics

Mechies to attend an upcoming movie night (November/December)