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| **Committee:** | Winter Carnival |
| **Committee 2012:** | Alisha Barcio, Connie Dilick, Arlyn Kimmel, Laila Rajan, Jason Hatthorn, and many other volunteers. |
| **Date of Event:** | Dec. 8th from 11am - 4pm |
| **Key Activities:** | InventoryDocumentsThemeContacts or Vendors previous usedAdvertisementDonationsSponsorshipsDecorating School: limit $300Color Guard / Opening CeremonyVolunteersGames / PrizesFoodEntertainmentActivities Ticket SalesSecurityRaffleCredit card machines from bankCleanup |
| **Inventory:** | Locate Winter Carnival items in the PTO shed and the decoration items in the last shed. This will allow you to take inventory of all the signs, leftover prizes, decorations, and all of the carnival games and determine what is needed for the current year. |
| **Documents:** | * Galloway School Tax Donation used to give companies as a receipt for donations.
* Tax exemption form (Kristin Anderson Has this form) - when shopping remember Galloway is a 501C organization and that means that we do not need to pay taxes. (Places such as Hobby Lobby just needed to check our form and the individual buying just has to sign their form, other places such as Walmart and Target must know your number and the school must be signed up for this. My guess is to talk to Kristin Anderson to find out more about this)
* Request for Help
* Ticket Sales Flyer
* Tickets for food
* Punch Card for carnival day of events
* Carnival Vendor Sign up Sheet
* Carnival Sponsorship Sign and Flyer
* Day of event flyer - schedule for events and a list of names for thanks for sponsorships
* Day of Event Map of carnival placement for games/activities . . .
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| **Theme:** | Galloway Christmas Carnival on the Midway for 2012 was a carnival theme, years past it has been Winter Wonderland, and a Texas Christmas. This theme helps determine some of the decorations used around the school. |
| **Advertisement:** | The 2012 Winter Carnival Committee planning started a little late and advertisement did not get done as well as what could have been. There are local papers, and businesses that might put out flyers for us. This could be expanded so that potential students in the area might attend our carnival. Make sure that we emphasize that it is open to the public. Each activity/game that has a sponsor also gets a sponsorship sign; these are located in the PTO. |
| **Donations:** | Asking local companies for donations of items: I have found that the local companies like Kroger’s, Target, and HEB are very happy to donate but Galloway has to ask in advance. Most of the time you have to put your request in writing on Galloway letterhead and make sure that you place a flyer or at least an information sheet in with the letter. Ask in small amounts like one to donate cookies, another for water.Monetary Donations have also come from the cleaning company that the school uses and also Parker Uniforms. Write up a formal letter asking for donations and then talk to Kristin Anderson for the contact information. |
| **Sponsorships:** | The 2012 Winter Carnival asked for sponsorships in multiple ways such as:* Asking for items that are needed for the day: ice chests (filled with ice), generators, cakes/stuffed animals for the cakewalk, shade tents (for the ticket sales that will be standing out all day), building new games for carnival
* Flyer for sponsorships WC2012 tried to break this up in smaller portions for each event. (see the flyer from WC2012 documents)
* Large display board in foyer a month before the event. WC2012 students were involved with creating this board and we had lots of complements that it was a nice idea.
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| **Decorating School:** | The school decorations were done by Connie Dilick during the Christmas Carnival 2012. There is a $300 dollar limit (remember when buying that Galloway is Tax exempt and to take your form with you). Most of the previous year’s decorations are located in the last storage shed and will need to be inventoried first before determining the needs for the school. Decorations are enjoyed by the students before the carnival and should be done well ahead of carnival and then taken down during the time off when school is out for Christmas break.  |
| **Color Guard Opening Ceremony:** | Ms. Cerace can do the opening ceremony in the gym before the color guard.WC2012 used a local middle school for the color guard. It was a nice way to get the community involved. The kids that volunteered for the color guard were given lunch tickets. |
| **Volunteers:** | The local High Schools (Friendswood and Clear Creek ISD (Creek, Lake, Springs . . .) have National Honor Societies that can be contacted so that your event is on their volunteer calendar. The Galloway School H.A.T. group also volunteers. This should be done early but it sure is nice to have the volunteers. The volunteers were given meal tickets, and water for the day. The Galloway School has a box of orange vests located in the PTO shed for the volunteers to wear while they are working. |
| **Games / Prizes:** | All games should be located in the PTO shed. The committee will need a day to do an inventory of games. Be creative and come up with new ones. WC2012 tried 4 new ones: plinko, fishing game, frog launcher, and a pool noodle game. The frog launcher and the pool noodle game didn’t work well but the other two were a big hit. It was suggested that all of the games should be played in the gym (except the ones that require water). The ticket collection cans also need to be plastic we had a few break in the strong winds. There is a list of previous years games in the WC2012 documents. All of the prizes for the WC2012 games were bought from Oriental Traders and leftovers from previous years located in the PTO shed. (some concern on the small bouncy balls for a choking hazard) |
| **Food:** | Winter Carnival lunch is a big deal. Mr. Holliman did the BBQ for WC2012, Mr. Hatthorn donated the hotdogs and also arranged for Pomodoros to donate 18 pizzas, and the Samosas from Shalamar’s (arranged by Laila Rajan) are always a big hit. Presale tickets will give some sort of count but remember that day of event tickets are done so think about how many more that is needed. WC2012 sold drinks at a different location than lunchroom because the long lines one year made it hard to get just a drink.WC2012 popcorn machine Galloway owns one I think we bought enough to have 300 bags of popcorn.WC2012 cotton candy machine Galloway owns one I think we bought enough to make 120. |
| **Entertainment:** | Start planning this early by asking Galloway families if there children’s martial arts, voice instructors, piano instructors, Zumba (we have a group of kids that take Zumba at the school and they performed and everyone joined in), dance instructors, . . . would like to perform at our event. This is a great opportunity for them to advertise for additional students. These events should be scheduled throughout the day in the gym.  |
| **Activities:** | WC2012 had two events donated by families at the Galloway School: Zorb Balls by the Miller Family and the Bungee Jump by the Vega Family. The remainder of the activities were scheduled by the WC2012 committee and placed on the sponsorship board. |
| **Ticket Sales:**  | Ticket sales are done a little over a month before the event. WC2012 planners received a list of students in each classroom and placed these names in an excel spreadsheet, this allowed us to enter the ticket sales for each child and then the weekend before the event have one list to work off of to process the ticket sales for each student. WC2012 wrote the students and teachers name on a Ziploc bag with their tickets/wristbands/lunch tickets and raffle tickets to be delivered on Monday before the event. The 2012 example excel workbook will be in the Winter Carnival 2012 documents. |
| **Security:** | Kristin Anderson scheduled WC2012 Security. |
| **Raffle** | WC2012 had 1 raffle this year but in years past others existed. Ms. Motley did a wonderful art project that was raffled off for each grade. This did OK but just needed to be advertised a little better. If asking Ms. Motlely ask at the start of the year WC2012 started too late for this and didn’t have enough time to advertise. In years past they had a tuition raffle, and also each grade level put together baskets to be raffled off. These are just ideas |
| **Credit card machines from bank:** | The bank that the PTO uses can get a credit card machine. Make sure that it is scheduled well ahead of time and that it is returned the following Monday. |
| **Cleanup:** | Schedule the school to be cleaned on the Sunday after the carnival. Kristin Anderson scheduled WC2012 Cleaning. |
| **Miscellaneous:** | Confirm that the lawn service knows of the dates of the carnival and they can move their schedule as needed.Don’t forget to have a secondary plan just incase it rains.Outside trash cans and lots of signs are needed to direct people to where things are.Pictures with Santa - we had a parent sit as Santa and had a local armature photographer with photo printers donated by parents to print out the photos. WC2012 just used Christmas cardstock to display the photos.  |
| **Contacts:** | * Sandy Candy stored inside the cafeteria closet:
	+ Roxy Candy 1-877-643-8922 Does not sell individual bottles
	+ Sandy Candy 1-800-FUN-SAND sells individual bottles
* Joe’s Barbeque Company in Alvin used 2 years ago for lunches.
* Superb Parking Management [www.spmparking.com](http://www.spmparking.com) used 2 years ago and not missed by the feedback that the 2012 carnival received.
* Rock Tha House Inflatables - used for the 20ft slide with generator because Houston Trackless Train LLC didn’t have one for that weekend.
* Houston Trackless Train LLC [www.houstontracklesstrain.com](http://www.houstontracklesstrain.com) rents the majority of our activities: train, gyro ball, rock climbing wall, t-ball inflatable, moonwalks, 3 in 1 sport, electric generator, mechanical bull. This company has been used for other events at our school and is easy to work with especially over email.
* Oriental Traders - used for carnival prizes
* LDC Color Guard was scheduled via the Leadership Development Corps at Brookside and Creekside Intermediate. Contact for the 2012 Carnival was Brian A. Jackson brianjackson@ccisd.net
* Pony ride was Southerland Farms Pony Rides (510 Vince, Pasadena, Texas 77506) and must be located on the grass. [www.ponyride-sutherlandfarms.com](http://www.ponyride-sutherlandfarms.com)

Sunny Sue was the clown that did the balloon twisting and face painting sunnysue@sunnysuetheclown.com $400 last year for 3 people |
| **Lessons Learned:** | * We have had valet parking in the past but we didn’t opt for it in 2012. The WC2012 committee didn’t have any complaints about valet parking not being available for this time.
* The ticket collection buckets should be plastic not glass. WC2012 had a few break.
* Ask parents for generators and make sure that you have people that know how to run them and add gas. WC2012 rented 2 and 2 were donated. This was a great help because you could spread out activities and a lot of the outside electrical outlets didn’t work.
* WC2012 planning folder is available from the PTO file cabinet.
* T-ball inflatable while fun is hard to do in the wind maybe replace it with obstacle course
* Pictures with Santa did not get used much last year. It seems that it was hard to figure out when and where Santa would be. WC2012 he was on stage in the gym and the year before Santa was in the cabin in the back. May need to find out how to advertise his location.
* We had face painting / balloon twisting last year and I’m not sure how well it went. I didn’t see too many with face painting or balloons. The face painting at the Rodeo Day was nice and I went to a party at Putt Putt golf and a young college student was doing balloon animals maybe a different way to do this could be figured out.
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