Halloween Decs

Introduction:

Project Lead: Michael
Second-in-Command: Stephen

What: decorations and designs in the theme of Halloween around the school
Why: improves campus climate by bringing change in the scenery of school. This will help students destress with a wonderful environment around them.
When: 10/29-11/2 finalized update on master calendar
Where: Square seating area between 500s and 600s and in front of bathrooms

Before the event:

- [x] Check the master calendar and school activities calendar for conflicts **(3 weeks before)**
- [x] Turn in all appropriate forms, facilities request if necessary **(3 weeks before)**
- [x] Talk with your PR Liaison about promotion scheduling **(2 weeks before)**
    - Depending on the day of your event, consider airing a video announcement via the ASB monthly video as well
- [x] Finalize project plan and get it approved by corresponding ASBOs **(1 week before)**
    - [x]First check — Stephen
    - [x]Second check — Emily
- [x] Let the class know how everyone else can support the event **(4 weeks before)**
- [x] Take volunteers and put up a volunteer signup sheet **(4 weeks before)**
- [X] Put Project intro on the agenda. Use template provided or create your own slide. **(1 week before)**

After the event:

- [x] Put up a blog post for the leadership class to pass on feedback **(3 days after)**
- [x] Put Project Outro on the agenda. Use the template provided or create your own slide. **(1 week after)**
- [x] Reimbursements **(1 week after, maximum 30 days after or not accepted)**
- [x] Make sure that respective ASBO updates volunteer hours spreadsheet **(1 week after)**
- [x] Reflection **(1-2 weeks after)**
- [x] Email Mr. Lee your project plan link for evaluation **(2 weeks after)**

Project Details:

Facilities Request

Lynbrook In-House Facilities Request (Students/School Groups/PTSA)

Directions: Students/School Groups/PTSA must submit requests to certificated staff member who oversees the event at least 7 business days in advance of event.

Event/Activity Halloween Decorations **Club/Group** ASB Public Relations

Room/Spaces planter boxes in front of 500s 600s **Estimated Attendance** zero

Date(s) of Use October 29 - November 2

M	T	W	TH	FR	SA	SU
x	x	x	x	x		

	AM	PM
Prep Time 7:00	x	
Event Start 8:00	x	
Event End 3:25		x
Cleanup Done 5:00		x

Reoccurring Reservation – ____Yes __x__ No

Start Date 10/29/2018

End Date 11/02/2018

Cash Box Needed (adult supervision required) - ____Yes __x__ No
Once approved, please stop by the ASB office to pick up the cash box on the day of the event.
If food trucks are being used for this event – see Mrs. Sakoda in the main office ONE month in advance.

Set Up Requirements -
Custodial services are typically billed at $48.00 per hour on weekends. Review needs with the Facilities Manager.

0 # of 6ft. tables
0 # of chairs
0 Podium
0 Bleachers
0 Garbage cans
____ Other _____

***** Please attach a setup map.***

Additional Instructions:

Please turn off sprinklers for the planters for this weak.
Map for the planters used is attached below.

Technology Requirements -
LHS Tech Needed (ex. guidance events, events in the gym, auditorium, field house, etc.) - __Yes __x__ No
____ Projector
____ # of Microphones
____ Screen
____ Computer
____ Other _____

ASB Tech Needed (ex. ASB or club sponsored events such as dances and rallies) - __Yes __x__ No
ASB services may require a small fee.
____ Sound
____ # of Microphones
____ Other _____

Coordinator's Contact Information
Coordinator's Signature: Michael Ma **Date:** 09/20/2018
Email: michael408ma@gmail.com Phone: (669)234-9343

Certificated Staff Member's Signature: _____ **Date:** _____
Signature implies you will be supervising this event.

APPROVALS – Office Use Only

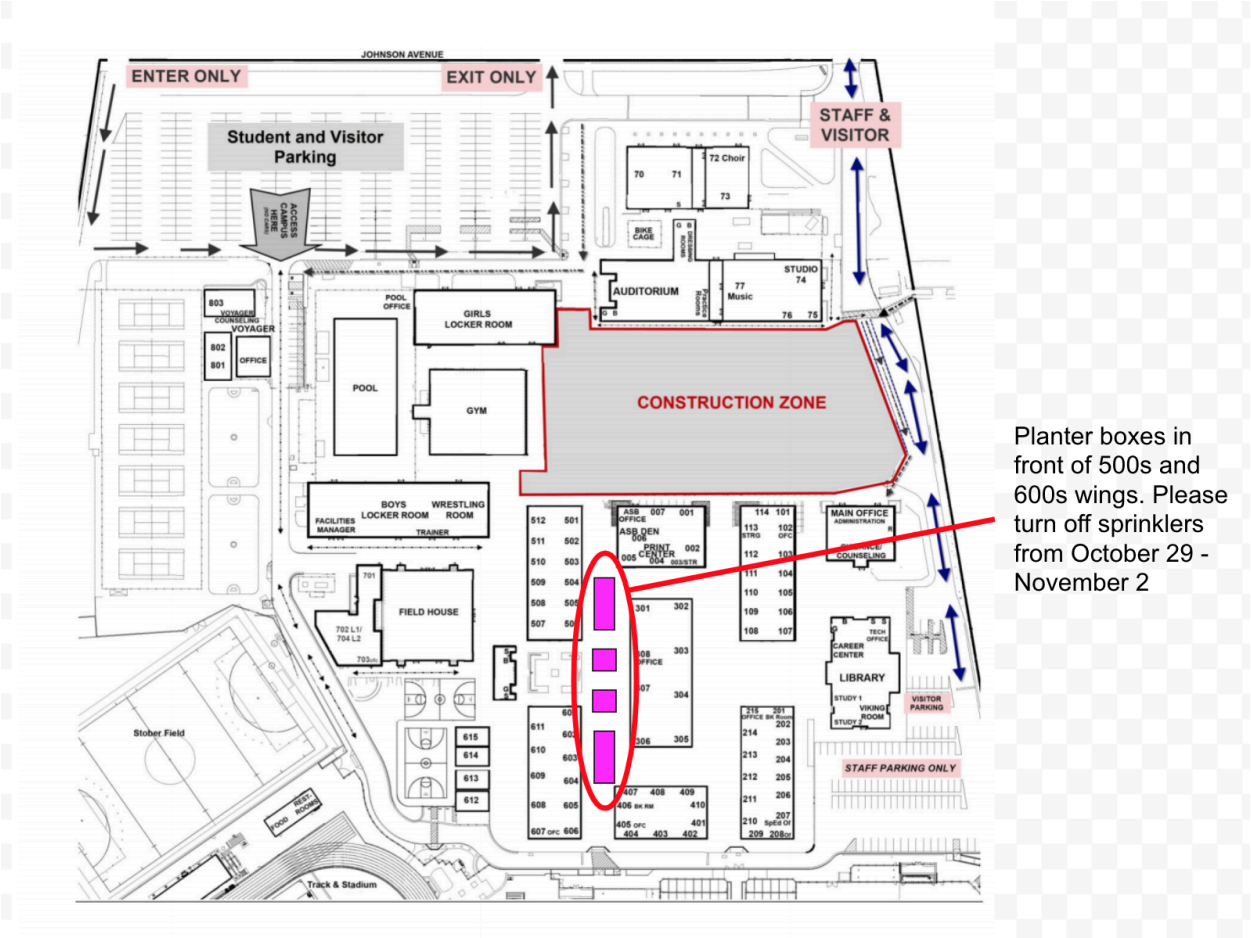
Facilities Admin. Assistant Signature: _____ **Date:** _____

Administrator's Signature: _____ **Date:** _____

For Facilities Use Civic Permit # _____ Date Received: _____
Calendars Updated: Google Cal ___ Gym/FH ___ Auditorium ___ LHS webpage ___ CP ___
Copy: Athletics Music/Drama Cafeteria Facilities ASB LHS Tech PTSA Other_____

Initiator (student, staff, parent) → Supervising Staff → Facilities Admin Assistant → Administrator → Facilities Admin Assistant → Initiator

Map



Decorations and Materials

Decoration/Materials	Bought, made, acquired, or already have?	Who is making/who is buying? If bought put link
3d tombstones (8)	made	N/A
Flower in front of tombstones (12)	bought	Michael (Safeway) approx $10 a dozen
Zombie hands (2)	bought	Stephen $9.73 for both arms
Small Size Pumpkins (25)	bought	Lindsey (Safeway) 89 cents per pumpkin ~$22.25 GET FROM 10/23-10/26 LATER IS PREFERABLE
Ghost (2)	made	N/A
fairy lights (2 (orange/purple))	bought	

		Stephen (orange) $11.49 Stephen (Purple) $15.99
Paint (Grey, Black)	Bought	Stephen approx 5 paint samples (one black, 4 grey) $5 per sample
Paint brushes	Will request from 2020 class officers (will request 9/28)	Stephen
Tarps (2)	Bought	Amory $30
Zip ties	Bought	Stephen (black 8") $5.99
bricks	Will request from 2020 class officers (will request 9/28)	Stephen
Box Cutters	Requested from 2020 and have some from PR	Amory
Masking Tape	Already have	PR Cabinet
Total amount of money spent		Tentatively $95.45 (not including sales tax)

Reimbursement

	Lindsey	**Stephen**	**Michael**	**Amory**
	Pumpkins ($22.25)	Paint ($25)	Flowers ($10)	Tarp ($30)
		Fairy Lights ($27.48)		
		Zombie Hands ($9.73)		
Expected Reimbursement	$22.25	$62.21	$10	$30

Contingencies

- Raining During Halloween Week
    - Moderate Damage
        - Drizzling
            - If there is a slight drizzle, we may have to dispose the Halloween Decs 11/1 instead of the planned day 11/2. Since paint is water resistant, no action may need to be taken.
        - Light Rain
            - If there is light rain, we will dispose the Halloween Decs the day of Halloween after 6th period

        - Major Damage
            - Persistent Heavy Rain
                - If there is heavy rain, we may need to dispose of the decorations the day on the first day, though this situation seems extremely unlikely

- Wind
    - Moderate Damage
        - Knocked down decorations
            - Place an additional brick in every tombstone
    - Major Damage
        - Decorations outside the planter box
            - Place an additional brick in every tombstone
        - Lost Decorations
            - If the wind is so strong and persistent, we may need to dispose of everything to prevent littering.
- Vandalized Decs
    - Moderate Damage
        - Have a PR commissioner look out during brunch and lunch, dispose of any decorations that are heavily damaged
    - Major Damage
        - Have a PR commissioner look out during brunch and lunch, dispose of any decorations that are heavily damaged, and combine the 2 planters' worth of decorations into one.

Set up & Clean up

Set up Monday 10/29 7:00 am

- Tombstones
    - Stake into ground with stakes from 2020.
    - Put a brick in each. Get from 2020.
- Zombie Hands
    - They stake themselves
- Pumpkins
    - 8 pumpkins in the 2 small planters
    - 4 pumpkins in one big planter
    - 5 pumpkins in the other planter
- Flowers
    - Stuck into the ground
- Lights
    - Wrapped around trees **starting from the ground up**
- Ghost
    - Zip-tied through the trash can

Clean up EVERY DAY Mon-Thurs after 6th

- Bring tombstones and pumpkins into the den. Put on ground under the projector

Clean up FRIDAY after 6th

- Recycle tombstones and ghost
- Dispose of flowers and zipties
- Store zombie hands and *lights* in PR cabinet
- Bricks return to 2020

Timeline + Deadlines

- **Wednesday after school 9/26:** Stephen will get cardboard from Costco
- **Thursday in class 9/27:** project intro
    - intro
- **Thursday in class 9/27:** Release volunteer signups
    - **Post for ASB Facebook Group:**
    - Hello ASB!
      We will be making Halloween decorations from October 3-5. Please fill out the volunteer spreadsheet by **Monday 10/1** if you're interested in helping out!
      Thanks,
      PR
      https://docs.google.com/spreadsheets/d/1nZwcBC29g4FMYrt4_wbBtKHZ4FOyT6CRNBvdG6UCWjg/edit#gid=1037558095
    - **Email:**
    - Hello ASB!
      PR will be making Halloween decorations from Wednesday October 3 - Friday October 5. Please fill out the volunteer spreadsheet by **Monday 10/1** if you're interested in helping out!
      Thanks,
      PR :)
- **Saturday 9/29:** Stephen will get black and gray paint (Kelly Moore, Home Depot, COs?)
- **Weekend 9/29-30:** Make 2-3 templates for people to use on Tuesday (Michael will make them)
- **Sunday 9/30:** Finalize supplies (cardboard, paint, boxcutters)
- **Tuesday 10/2:** Email volunteers additional information
    - **Email for volunteers:**
    - Hey!
      Your PR volunteering slot is on Wednesday from 3:30-5:30. We will be cutting out templates for the cardboard 3d decs. Refreshments will be provided!
      Thanks,
      PR
    - Hey!
      Your PR volunteering slot is on Thursday from 1:05-3:00. We will be glueing/taping the decs together and possibly start painting. Refreshments will be provided!
      Thanks,
      PR
    - Hey!
      Your PR volunteering slot is on Friday from 2:35-4:30. We will be finishing up painting today. Refreshments will be provided!
      Thanks,
      PR
    - **Facebook/Messenger post:**
    - Hello all! Check your emails and the volunteer spreadsheet to see if you were chosen for Halloween decorations volunteering :) big thanks to everyone who signed up!
- **Wednesday, 10/3:** First decs meeting in the Den
    - Draw/trace all 16 cardboard tombstones
        - Templates will be provided (Michael drawing them beforehand)
    - Cut out all 8 strips to connect the two sides of the tombstones
- **Thursday, 10/4:** Second decs meeting
    - Tape all 8 tombstones numbers

    - Start painting
- **Friday, 10/5:** Third decs meeting
    - Finish painting
- **After decs:** Send volunteer spreadsheet to Stephen to update hours for ASB class
- **10/6-10/28:**
    - Michael Ma stores decs in his house
- **Monday 10/29 7:30 am:**
    - Set up - PR commission
        - Stake tombstones into ground
        - Put up pumpkins, flowers, and zombie hands
        - Ziptie the ghost through trash can.
- **Friday 11/2 2:35 pm:**
    - Clean up - PR commission
        - Stephen and Michael will dispose of the decs after 6th period

UPDATED BRAINSTORM:
Planters in front of 500s 600s wings
Big planters:

- 3d tombstones (4 in each)
    - crosses/normal round ones
- Flower planted in front of tombstones except for 1 in each, which will have a zombie hand in front of them
    - Zombie Arm https://www.amazon.com/Forum-Novelties-Zombie-Hands-Arms/dp/B0097B6TAS
    - Flower FAKE OR REAL?

Small planters:

- Real pumpkins/jack o lanterns (2 in each)
    - Each person in PR carve one??

Trash cans:

- Ghosts zip tied through the holes of the blue cages
    - Cardboard? Or bedclothes

Trees

- Orange and purple fairy lights wrapped around
-

~~**Brainstorm:**~~

~~Grey Seating Area:~~

~~Cutouts of tombstones along the bottom of it (the bricks)~~

- ~~36 tombstones~~
    - ~~14 cross~~
    - ~~20 normal~~
    - ~~2 black cats~~
- ~~Paint them grey then outline with black (RIP)~~

~~Cutouts of pumpkins and jack o lanterns along the bottom of it (the bricks)~~
~~Cutouts of black cats along the bottom of it (the bricks)~~
~~Fake 3d pumpkins. (corners of grey seating area)~~

- ~~Maybe normal pumpkin~~

~~Trash Can:~~

~~Cardboard cutout of ghost ziptied through the holes~~

~~Tree trunks:~~

~~Wrap fairy lights around trunks~~

~~Pole/light:~~

~~Witch riding broom tied/attached to the top~~

~~3D Decs?~~

~~Using the environment~~

- ~~Bushes~~
  - ~~Zombie Arms~~
  - ~~https://www.amazon.com/Forum-Novelties-Zombie-Hands-Arms/dp/B0097B6TAS~~
  - ~~$10~~
- ~~Hanging from the Branches~~
  - ~~Need to get it approved by admin~~
  - ~~Maybe put the witch here~~
- ~~Balloons??~~
  - ~~Give the first 100 people balloons?~~
    - ~~https://www.partycity.com/large-helium-tank-14.9cu-ft-kit-with-balloons-and-ribbon-784076.html?cgid=balloons-helium-tanks~~
    - ~~Put them on commissioners?~~

Materials?

Paint- Black, grey, white,
Zip ties- tech has
Cardboard- Costco

Reflection:

Please answer all of the following questions in detail and in complete sentences. You have the freedom to complete this reflection in whichever format you prefer.

Record any useful data from the project and a general summary.

What went well?
One of the things that I got many compliments on was the uniqueness of this event. People said that it is rare to see these 3D decorations right after Homecoming. Last year PR's Halloween Decs was a backdrop to take pictures in front of. Improving on that and expanding on our vision, I planned that it would affect a bigger part of campus and make it "spookier". Overall, it worked and people thought the decorations were pretty good.

I really liked our location. The location was between the 500s and 600s wings, somewhere that everyone was bound to pass through. We were originally planning to do it in the square area in front of the bathrooms between the 500s and 600s wings, and I'm glad we didn't do it there. If we did it there, all the decorations would be inside of it, and thus it would be somewhat hidden. Also, that place didn't have as much space to work with as the planter boxes.

What did not go well?
The problems from this event all stemmed from unexpected things out of our control. We had originally scheduled time after homecoming week to finish volunteering making decs, but we did not at all expect the den to be completely shut down. Thus, volunteering was completely scratched for the days, and we were forced to take it home to finish on our own. Despite being very scrambled, we were still able to make them turn out how I envisioned them.

Extending on volunteering, the meetings were not as productive as we would have hoped. First of all, we needed at least 8 volunteers for each day if we wanted to finish before homecoming, but unfortunately, only about 2 or 3 people were signed up each day. We also asked class officers, but even then, only one or two CO's showed up. And once meetings actually started, people were not working productively, and instead were mainly socializing.

Did you reach your initial goals? How? Why or why not?
Despite the delays caused by volunteering, I'd say we were able to accomplish our overall goals, based on the feedback from other people. They liked the halloween decs and thought it really brought the "spooky" to Lynbrook.

On the other hand, the tinsels were not very pretty. They were unexpectedly short, which made it hard to use. This ended up to the tinsels being just somewhat randomly drooping from the trees. Next time, we need to make sure that they are long enough to wrap around the trees like how we envisioned it.

How did this project tie into our overall ASB vision?
PR is really trying to focus on improving campus climate this year and ASB wants to help destress, and I think this event really accomplished that. Halloween decs, especially it's timing, helped students feel destressed.

After homecoming, everyone is super tired and exhausted, so these light hearted decs were really effective to remind people that the holidays are coming, and that they should keep their heads held high.

What advice or suggestion do you have?
Really plan for the unexpected. The den shutting down almost forced us to completely scrap the event, so make sure if you do any events similar to this, other events won't completely destroy your event.

Also, make sure you know and plan out everything precisely. I didn't measure the trees width, so I really didn't expect the tinsels to turn out too short. That was really the most disappointing thing for me about the decs.