



ACADEMIES OF MATH & SCIENCE

Today's scholars – Tomorrow's global visionaries

3335 W. Flower St. Phoenix, AZ., 85017 | (602) 888-9572 | www.amsschools.org

Session: Winter Carnival Event Planning



Agenda:

1. Purpose
2. Attractions & Features
3. Committees
4. Day of Minute by Minute (MbM)
5. Deadlines & Responsibilities

Purpose: To unite our Flower community for the holiday season with a carnival and marketplace experience. This evening is from 4-6 p.m. and includes food and merchandise sales from local vendors, carnival games, pictures with Santa, and other festivities.

Main Attractions: Food & Merchandise Marketplace, Carnival Games, & Pictures with Santa

Winter Carnival Features:

Piñata	Food Trucks	Bouncy House	Video Game Truck
Carnival Games	Pictures w/Santa	Photo Booth	DJ Rochelle

Committees: Committees are necessary for a smooth planning process and delegation of responsibilities. Please take 3 minutes to review the committee descriptions below.



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1. **Décor & Supplies** - Members will be responsible for creating and decorating the parking lot and communal spaces (i.e. grass turf, courtyard, etc.) with holiday decorations.
2. **Community Outreach & Promotion** - Members will be responsible for asking local vendors for giveaways for prizes/raffles and creating advertisements/signs to post in the parking lot prior to the event occurring.
3. **Set Up & Take Down** - Members will be responsible for setup of dining area (seating), tables for food vendor area, craft/goods for sale and candy cane signs for each grade level game. (At the end of the night, everyone will help break down).
4. **Fundraising** - Members will be responsible for coming up with a minimum of 2 ways (can be games, raffles, auction) to raise funds for our school.

Now that we have reviewed descriptions, please use the table below to select the committee you are interested in supporting. We are limiting each committee to 8 teacher/interventionist slots. Please make your selection typing your first and last name under the desired committee.

Committee Sign Up List (Max 8 Participants per Committee)

Décor & Supplies	Community Outreach & Promotion	Set Up & Take Down	Fundraising
<u>1. Nicole Mattecheck</u>	<u>1.Perez</u>	<u>1.Trisha DeWeerd</u>	1. <u>Koch</u>
	<u>2. Harris</u>	<u>2. Carrillo happy bday</u>	2. <u>Taylor</u>
<u>3.Lau</u>	<u>3. Kokalis</u>	<u>3. Tan</u>	3. <u>Kokalis</u>
<u>4. Campoa</u>	<u>4.larsen</u>	<u>4. Bakhshish Kaur</u>	4. <u>Getting</u>
<u>5.Rashel Jimenez</u>	<u>5. Irene Torres</u>	<u>5. Olguin</u>	<u>5. Snyder</u>



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<u>6.Madisen Pavone</u>	<u>6. Flanders</u>	<u>6.Ganske</u>	<u>6.Nixon</u>
<u>7.King</u>	<u>7. Anundson</u>	<u>7. Cruz</u>	<u>7. Leshikar</u>
<u>8.Nicki Newbill</u>	<u>8. Chappell</u>	<u>8. Ciesla/Kudzmas</u>	

This is a general minute by minute overview of the afternoon/evening. Please follow along as we review the evening together.

Day of Minute by Minute (MbM)

Time	Location	Action	Teams Involved
1:55 - 2 p.m.	Parking Lot	Please park off campus to allow for setup of games/vendor tables for the event. Dress Code: Holiday Top & Jeans	All Staff
2 - 3 p.m.	Outdoors	Vendors Check In and Set Up Escort vendor to their table Ensure they have access to electricity, if requested	Vendors Leadership Team



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		Ensure all supplies needed are provided	
2 - 2:30 p.m.	Staff Lounge	Staff Eats Lunch Provided by Potbelly's	Everyone
2:30 - 3:40 p.m.	Outdoors	Set up of tables for: Guest Dining Area Vendor Tables Set up of carnival games Post Signage Hang Up Decor	All Staff
Time	Location	Action	Teams Involved
3:45 - 3:55 p.m.	Gymnasium	Huddle (All participating staff members) are requested Rushing passes out detailed minute by minute info for staff to follow in stations & campus map Review stations and responsibilities Walk staff through the night Answer any lingering questions	All staff



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3:55 - 5:45 p.m.	Driveway & Parking Lot	Staff ready at their appropriate stations for incoming families As families walk through the driveway and enter the parking lot, assigned staff greets and directs them to the festivities Staff engage w/families at various stations Leadership sweeps events, checking in with all stations	All Staff
5:45 - 6 p.m.	Outdoors	Leadership makes announcement to thank everyone for attending the event Initiates the beginning of take down	Leadership Team

Using this model, in your work-time for the next 30 minutes, you will craft a plan for what needs to be done to set your committee up for success a month away from the event.

IMPORTANT!

Be sure to work on your own committee: Decor & Supplies Committee is Blue, Community Outreach & Promotion Committee is Orange, Set Up & Take Down Operations Committee is Purple, and Fundraising Committee is Green.



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Décor & Supplies Committee Financial Needs:	
Planning Needs:	Assigned to (aka, Who is owning this task?):
Present /Snowman tower	Leshikar
Balloon Arch	Newbill
Photo Booths 	Campoa - Tripod Lau - Wood Board or Boxes
Cotton Balls Garland	Mattecheck
Santa Claus Set Up - Tree (Nixon has it) - Fake Snow - Chair - White Rug (Pavone has it) -	
Snowy Walkway	King



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Giant Candy Canes	Nixon
Snowflake Balloons	R. Jimenez
Planning Timelines	
What do you need to address day of: Set Up - directions	What do you need to address day before: Materials
What do you need to address week before:	What do you need to address month before (TODAY):



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Community Outreach & Promotion Committee Financial Needs: COSTS TO PUBLICIZE THE EVENT ON MEDIA AND NEWSPAPERS Ask Mr. Flanders to be on the committee. Perez is coordinating today. Goal is to get things donated and get the word out. Not sure of financial needs to achieve this Southwest Development Advertise with them zoom meetings: Torres She is an ambassador for them.	
Planning Needs:	Assigned to (aka, Who is owning this task?):
Contact media local area for ability to advertise event	Perez
Flanders for list of who to contact for freebies	Perez will ask him to be on this and help!!!
Physical sharing of notices in the area	Larsen, Harris, Kokalis
Creating media for social media	Flanders Perez
Contacting person who has SLPA makeup for a \$ donation	Kokalis
Have a booth at the sellers to donate jewelry	Kokalis
Phone calls to community members	All committee members



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Planning Timelines	
What do you need to address day of: All donations on site before event Prior work before event.	What do you need to address day before: This week: Talk with Flanders Start contacting community members organization individual community support departments Ideas for social media: The school has all social media creating Class dojo in house Kim from front office design and cricket - Torres is talking with her.



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What do you need to address week before: Is everything here>? MIM tickets secured Flyer Made and approved	What do you need to address month before (TODAY): See above perez forgot to look here
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Set Up & Take Down Operations Committee Financial Needs: - Extension cords(?) - Trash cans/bags(?) - Ensuring we have enough gas for generators	
Planning Needs:	Assigned to (aka, Who is owning this task?):
Setting up tables	Cruz + Carrillo
Gym Set up	DeWeerd + Ciesla



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Putting up signage (restrooms, vendors, etc)	Olguin + Tan
Setting up trash cans	Ganske + Kaur
Putting up decor	(All)
Planning Timelines	
What do you need to address day of: - Map of vendors - Enough supplies (trash cans/bags) - Signage - Confirming duties	What do you need to address day before: - Confirm vendors - Location of games - electricity/wiring/lighting



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What do you need to address week before:

- Update vendors list
- Ensure supplies are ordered

What do you need to address month before (TODAY):

Fundraising Committee Financial Needs:

Baskets

Cellophane

Ribbon

Hot chocolate- Costco - 50 count

Mini Marshmallows

Whipped cream

Cups for hot chocolate

4 pairs of Socks- dollar store



Popcornopolis Gourmet
Popcorn Snacks, Holiday 12
Cone Variety Snack Packs (Gi...
12 Piece Assortment
★★★★☆ ~ 171



Sponsored
Bombbombs Hot Chocolate
Bombs, Christmas Theme
Fudge Brownie, Salted...
5 Count (Pack of 1)
★★★★☆ ~ 315
\$20⁴⁹ (\$4.10/Count)
Save more with Subscribe & Save
prime
FREE delivery Tue, Nov 22 on \$25
of items shipped by Amazon
Or fastest delivery Fri, Nov 18



Sponsored
Assorted Bulk Candy Mix -
Skittles, Air Heads, Swedish
Fish, Sour Patch Kids, Haribo,...
2 Pound (Pack of 1)
★★★★☆ ~ 50
\$22⁹⁹ (\$0.72/Ounce)
Save more with Subscribe & Save
prime
FREE delivery Tue, Nov 22 on \$25
of items shipped by Amazon
Or fastest delivery Fri, Nov 18



The Polar Express / How the Grinch Stole Christmas (DVD) (Double Feature)

★★★★★ ~ 1,897

DVD

\$17⁴⁹ \$19.98

prime

- Starring: Various
- Directed by: Various



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Planning Needs:	Assigned to (aka, Who is owning this task?):
Food/Service Vouchers to be raffled (3-5)	Boozer
Raffle w/tickets –table Wreath/Holiday (PJ,movies,hot chocolate set)	Taylor/Koch
Hot Chocolate Stand	Taylor/Koch
Planning Timelines	
What do you need to address day of:	What do you need to address day before:
Help with setup and coverage, if needed to buy last minute things	Make sure our supplies are in order



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What do you need to address week before:	What do you need to address month before (TODAY):
Volunteers to work each station Set up Buy all stuff needed	Budget needs Approval from admin
Hot Chocolate: Getting and Taylor Raffle Tickets: Snyder and Nixon	Raffle table with items attached for \$\$ (\$4/ticket OR 4 for 10\$ or 10 tickets for \$25)
	Hot chocolate stand: cups, marshmallows, packets of mix all about \$100 but we will charge \$ 1 plain hot chocolate \$ 2 with toppings

Raffle prizes: Ruffled off as numbered...

- 1. 8 stockings with candy, dress down passes, chips, hot chocolate**
- 2. Basket- 2 Candy, mom gift (self care), electronic, dress down pass, uniform voucher, staff for the day pass (principal or asst. Principal for the day pass), water bottles (Custom made bracelet)**
- 3. Basket- 2 Themed basket- socks, movies, hot chocolate, popcorn, lunch with admin pass, candy**



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4. Surprise gift (75\$ value donated by Getting's sis)
5. Family of 4 Restaurant voucher- Giving Tree Cafe
6. Christmas Tree
7. Tamale Kit and Gift Card to Ranch Market (donated by Getting's fam)
8. Massage Voucher (travels to your home) 90 minute massage valued at 120\$

Wish List:

Baskets

Cellophane

Ribbon

Hot chocolate- Costco - 50 count

Mini Marshmallows

Whipped cream

Cups for hot chocolate

Straws and stirrers

Candy canes- costco

4 pairs of Socks- dollar store

Shredded crinkle paper

Hot chips

Candy- Amazon

Popcorn- Amazon

DVD- Amazon

Hot chocolate bombs- Amazon

