Hillcrest PTO
Playground Gala Team
Rolling Agenda

February 20, 2025

1. Call to order at 5:30 in Hillcrest Elementary Library
2. Welcome and Introductions
3. Approve Agenda. **Discussion/Action**
4. Approve Minutes. **Discussion/Action**
5. Hillcrest PTO Report **Discussion Only**
6. Gala New Business
    a. New Donations Received
    b. New Vendors/Sponsors Contacted
7. Gala Status Report
    a. Sign Up form Live, reservations received
        i. Waiting on $$ to arrive at office
    b. Mailed Invitations
        i. Status?
    c. Alcohol Vendors
        i. Vendors Lined Up
            1. Infinity Beverage and Mega Beer
    d. Food
        i. Doug to reach out to Hillcrest Families
            1. Current Catering
            2. Bubbles BBQ
        ii. Status?
    e. Cash/Tickets at Event
        i. Discussed at Feb 12 meeting, attendees purchase one color ticket to play games ($5 each), game prizes are another color ticket to be used on raffle items
        ii. All cash/transactions handled at ticket table
            1. Attendees can use donation app to pay with card if desired
    f. Host/Emcee
        i. Any candidates?
    g.

February 12, 2025

1. Call to order at 5:30 pm in the Hillcrest Elementary Library
2. Welcome and Introductions

3. Approve Agenda. **Discussion/Action**
4. Approve Minutes. **Discussion/Action**
5. Hillcrest PTO Report **Discussion Only**
6. Hillcrest New Playground Project **Discussion Only**
    a. Followup updates
    b. Any new applications submitted
    c. Any new donations received
7. Hillcrest New Playground Gala
    a. Agreement signed, check delivered (2/11)
        i. Diagram of space
        ii. Layout sketch
        iii. 200 attendee goal
        iv. Schedule of Events: 6-8pm dinner served, 7pm student video (Jackie Audiovisual?) paddle race raffle, live auction
    b. Ticketing
        i. Shawna drafted a ticket ordering form and invitation. $50 ticket, additional to play games, activities, raffles on the night of the event.
        ii. Print form:
            1. Online interest form based on print form.
            2. Download from: PTO website, socials, dojo, or from direct school email.
            3. Pick up printed form: at the main office or parent teacher conferences.
        iii. Mail Check or Cash to the office to be put in the PTO mail box.
        iv. Online form assigns bidder number and collects email addresses and information required by Raffle License and for Confirmation communication.
        v. **Rachel Burman** emails confirmation of ticket with bidder number, parking information, schedule of the evening events, cash/check/atm on site? Finalize online ticket form to get on website.
            1. Cash only
            2. Jake will highlight all paid so Rachel can send confirmation email
    c. Food & Dessert - Jake & Sarah & Doug
        i. Food Options Update
        ii. Dessert Options Update
            1. Going with Wildflower. Jake will finalize
        iii. Food Sponsor **Discussion/Action**
    d. Drinks - Shawna **Discussion/Action**
        i. **https://docs.google.com/document/d/18Y2XUE61ltpyHkfyY-k4fDU6mhFx_qyJsU-AQZibEvA/edit?tab=t.0**
        ii. Going with a limited drink menu
            1. A red and white wine
            2. Vodka, Tequila, Whiskey, maybe rum
            3. Lighter beers, ex. Spotted cow or Leinie's light

iii. Sarah will contact B&G and Infinity Beverage
iv. Can try for Costco gift card to purchase mixers

e. MOR does not have ATM, other options **Discussion/Action**
   i. Anne Hamland spoke to Rusty at Northern Wisconsin State Fair and he said for a one-day event that he would rather not bring the ATMs down to MOR as he has a setup with two ATMs on a trailer that would be parked in, for example, the loading dock for MOR and plugged in. He did recommend a second company out of Bloomer that Anne will pass onto the Gala team followup with at the Gala meeting on Thursday.
   ii. OR do we walk guests over to a laptop set up to the online donation tool for guests to still use cards? We had talked about having a station where we would have hosts help guests create an account for paying for silent auction items or live auction payments using the online tool.
   iii. ATM contacts
      1. Northern Wisconsin State Fair - not totally worth it for one day
      2. Jay Cobeol 715-944-9088 NW Coin Machine Company, Bloomer, WI
f. Host of the Evening **Discussion/Action**
g. Raffle License Sponsor - Chippewa Falls Noon Kiwanis Club
   i. Anne Hamland (Feb 7, 2025) asked if the Kiwanis would be able and interested in being our raffle license sponsor for the event and have a Kiwanis member there to assist in running the raffle events. Kyra Klika said she would be there at 4pm and work the event as the Kiwanis person!
   ii. PTO provide two free tickets for Kyra and one other Kiwanis member in the chance of illness. Kiwanis member required to be on site for Raffle License.
   iii. The PTO will share a spreadsheet of what Games/Activities/Raffles are planned with a description of how participation at each Games/Activities/Raffles will be tracked and final numbers for the evening. The PTO will include Kiwanis in necessary raffle communications.
h. Class Baskets - Tiffany and Sabrina **Discussion/Action**
i. Larger Items for Raffles & Live Auction **Discussion/Action**
   i. New Donations
   ii. Outstanding/Newly Submitted Requests
   iii. Potential Requests
j. Live Auction Items **Discussion/Action**

February 6, 2025

8. Call to order at 5:30 pm in the Hillcrest Elementary Library

9. Welcome and Introductions
10. Approve Agenda. **Discussion/Action**
11. Approve Minutes. **Discussion/Action**
12. Hillcrest PTO Report **Discussion Only**
13. Hillcrest New Playground Project **Discussion Only**
    a. Followup and application team update **(2 minutes)**
        i. Waiting on Lions Club, Festival Food Capitol Campaign (mid-March), Smiles in Motion, Edward Jones donation and matching grant opportunity.
        ii. Anne working on Mayo Clinic, Mayo said no, waiting for clarifying phone call
        iii. Monthly Culver's Night kicks off next week, 2nd Tuesday Feb 11th, Mr. Dieckman arranged staff with Google spreadsheet for all.
        iv. Toycen Ford test drive event in the works for Spring 2025
    b. Chi-Hi Booster Club Cardinal Fitness Center **(2 minutes)**
        i. Received email from Chad Trowbridge regarding probable 2026 start time
14. Hillcrest New Playground Gala
    a. Location,Tables & Seating
        i. Sarah and Shawna met with Jackie at MOR and received a proposal for $200 including space, tables, chairs, and black linens.
    b. Date March 22, 2025
    a. Event and Activity Software and Pricing **Discussion/Action**
        i. Tickets and Fundraising Smartphone/Computer Application Selection and funding request.

        ii. Event Audience and Ticket Pricing
            1. Considering capacity this event may earn more profit as an Adults/21+ only event.
            2. Ticket Entry Cost for dinner, non-alcoholic beverage, dessert?
                a. $30-$40
            3. Games & Stations Pay to Play
                a. Ticket cost model
                    i. $1 per ticket?
                    ii. $50 for 50 tickets, $30 for 30 tickets
                b. Activity ideas
                    i. What activities have others experienced at galas?
                    ii. Make your own cotton candy
                    iii. Caricature
                    iv. Permanent jewelry
                    v. Build your own swag bag! *All attendees, no tickets*
                        1. Items purchased for event
                        2. Items donated by sponsors
                        3. Bags assembled as guests depart?

iii. Gambling license partnership
    1. Chi-Hi Booster Club partnership here? Class B for extravaganza and Class A for student raffle
    2. Kiwanis gambling license includes bingo and a Wisconsin Raffle B Licence.
iv. Class Baskets - Tiffany and Sabrina
    1. Tiffany Turner and Sabrina Musselman PTO Gala leaders.
    2. Handout went to families Friday, January 31st requesting donations to teachers by March 3rd.
    3. Label baskets with class name & pictures?
    4. Donated money to purchase larger items to make baskets more appealing.
v. Larger items for Raffles & Live Auction **Discussion/Action**
    1. What businesses can each of us approach?
    2. AND should we consider asking PTO to donate money for the Gala to purchase enticing prizes?
vi. Live Auction Items
    1. Let's pick a few to advertise and continue fine tuning.
    2. Live auction ideas.

c. Food & Dessert **Discussion/Action**
    i. Who can take lead?
    ii. Food
        1. Jackie asked PTO Gala to email Chippewa Valley Burger
        2. Anne Called 2/4/25 and spoke to Ali who will talk to her kitchen manager and get back to us regarding 150-200 guests:
            a. Chippewa Valley Burger sliders (vegetarian option, gluten free option), appetizer options
    iii. Dessert **Discussion/Action**
        1. Catered or donated desserts.
        2. Jake will reach out to Olson's to inquire about the ice cream cart possibility.
        3. The Chi-Hi Extravaganza in April is using Olson's ice cream cart for dessert, should we consider asking Wildflour Bakery, Festival Foods, or another Chippewa Business?
        4. If Olsen's declines donating dessert, should we solicit a sponsor to donate the cost of dessert?
d. Alcohol & Non-Alcohol Beverages
    i. MOR has liquor license, two bartenders included in proposal.
    ii. What do we need to know about liquor? Do we prepay at all?
    iii. Should we ask Jackie and MOR team if we can have a special drink with a portion of proceeds to go toward playground?

15. Parking options and/or parking map information
    a. Shawna begin draft using prior MOR event leaflet, contact MOR BFF Jackie.
16. Entertainment / Music and DJ

    a. DJ Kevin Stanley is confirmed for March.
17. Sponsors to assist with costs associated with the Gala.
    a. What do sponsors get?
        i. Name on volunteer/staff t-shirt
        ii. Name on table tent
        iii. Name on website
        iv. Announced during evening
        v. Social media shout out
        vi. What else?
    b. What should sponsors pay?
        i. More they donate the larger the logo on the staff/host t-shirt
18. Organization
    a. Communications and Marketing Team - **Anne &** **Shawna**
        i. Webpage
        ii. Staff t-shirt
        iii. Print
        iv. Social Media
        v. Digital
        vi. Press Release - Radio/News/Newspaper/Chamber…
    b. Decoration & Setup Team - **Sarah**
        i. Table & Chair Arrangement
        ii. Table Decor
        iii. Food & Beverage service decor
        iv. Additional Decor
    c. Volunteers **Sarah**
        i. Front of the House
            1. Welcome Table
            2. Host Team - Guide for Seating
            3. Runners for Errands
        ii. Food & Dessert **Who on PTO Gala Team?**
            1. Food Preparation
            2. Food Service
            3. Dessert
        iii. Beverage
            1. Beverage Preparation
            2. Beverage Service
        iv. Clean up Team
19. Next Meeting Date
20. Comments and Suggestions
21. Adjourn

January 16, 2025

1. Call to order at 5:30 pm in the Hillcrest Elementary Library

2. Welcome and Introductions
3. Approve Agenda. **Discussion/Action**
4. Approve Minutes. **Discussion/Action**
5. Hillcrest PTO Report **Discussion Only**
6. Hillcrest New Playground Project **Discussion Only**
    a. Followup and application team update
    -2024 JAMF donation of $5,000 arrived!
    -Anne presented at the Lions Club meeting January 7th
    -Anne met with Festival Foods January 9th, will hear back mid-March, positive vibes!
    -Anne working on Mayo Clinic, Mayo said no, waiting for clarifying phone call
    -Monthly Culver's Night 2nd Tuesday Feb 11th
    -Toycen Ford test drive event in the works for Spring 2025
    -Smiles In Motion - Chippewa Falls asked for giving levels
7. Hillcrest New Playground Gala
    a. Location,Tables & Seating
        i. Sarah spoke with Jackie at MOR and received a proposal for $200 including space, tables, chairs, and black linens.
    b. Date March 22, 2025 penciled in
    a. Tickets and Fundraising Smartphone/Computer Application - Shawna or Sarah
    b. Valet options. Parking options and/or parking map information
    Probably not; enough parking around; would be cool though
    c. Entertainment / Music and DJ
        i. DJ Kevin Stanley is confirmed for March.
    d. Food
        i. Jackie at MOR asked that Gala tries to use MOR vendors
        ii. Maybe Chippewa Valley Burger sliders (vegetarian option, gluten free option), appetizers (CVB & TA), and catered desserts (Festival Foods… ask for donation?)
        Possible do sliders from Chippewa Valley Burger
    e. Alcohol & Non-Alcohol Beverages
        i. MOR has liquor license, more information coming soon
        Possible bar tender donate there time
    f. Silent Auction
        i. Donation Request Team

1. Anne spoke with Manager of Blain's Farm & Fleet on 1/15 and he will provide an item in a week

ii. Basket from Each Grade
1. Language to develop and distribute

iii. Sport tickets Team
1. Packers Application for Tickets requires flyer with dates
2. Brewers, Twins, Bucks, Badgers, Wild, Vikings applications?

8. Organization
   a. Sponsors to assist with costs associated with the Gala.
      i. What do sponsors get?
      ii. What should sponsors pay?
   b. Communications and Marketing Team - **Anne & Shawna**
      i. Print
      ii. Social Media
      iii. Digital
      iv. Press Release - Radio/News/Newspaper/Chamber…
   c. Decoration & Setup Team - **Sarah Paul**
      i. Table & Chair Arrangement
      ii. Table Decor
      iii. Food & Beverage service decor
      iv. Additional Decor
   d. Volunteers
      i. Front of the House
         1. Welcome Table
         2. Host Team - Guide for Seating
         3. Runners for Errands
      ii. Food
         1. Food Preparation
         2. Food Service
      iii. Beverage
         1. Beverage Preparation
         2. Beverage Service
      iv. Clean up Team
9. Next Meeting Date
10. Comments and Suggestions
11. Adjourn

January 2, 2025

12. Call to order at 5:30 pm in the Hillcrest Elementary Library
13. Welcome and Introductions
14. Approve Agenda. **Discussion/Action**
15. Approve Minutes. **N/A**
16. Hillcrest PTO Report **Discussion Only**
17. Hillcrest New Playground Project **Discussion Only**
    a. Followup and application team update
       -Smiles In Motion - Chippewa Falls asked for giving levels
       -2024 JAMF donation of $5,000 expected with a possible 2025 JAMF donation via Jake
       -Anne is presenting at the Lions Club meeting January 7th
       -Anne is meeting with Festival Foods January 9th
       -Anne working on Mayo Clinic grant
       -Toycen Ford test drive event in the works for Spring 2025
       -Culver's Night proposed
       -Possible penny wars in February
18. Hillcrest New Playground Gala: What do we need to get started?
    a. Location: some groundwork started with Harley Davidson in Lake Hallie
    b. Date TBD
    c. Entertainment / Music and DJ
        i. DJ Kevin Stanley is confirmed for March.
    d. Food & Tableware
        i. Adam Kozart and Hillcrest volunteers?
            1. Charcuterie board example
    e. Beverage
    f. Tables & Seating
    g. Silent Auction
        i. Donation Request Team
        ii. Basket from Each Grade
        iii. Packers Application for Tickets requires flyer with dates
        iv. Brewers, Twins, Bucks, Badgers, Wild, Vikings applications?
19. Organization
    a. Sponsors to assist with costs associated with the Gala.
        i. What do sponsors get?
        ii. What should sponsors pay?

b. Communications and Marketing Team
    i. Print
    ii. Social Media
    iii. Digital
    iv. Press Release - Radio/News/Newspaper/Chamber…
c. Decoration & Setup Team
    i. Table & Chair Arrangement
    ii. Table Decor
    iii. Food & Beverage service decor
    iv. Additional Decor
d. Volunteers
    i. Front of the House
        1. Welcome Table
        2. Host Team - Guide for Seating
        3. Runners for Errands
    ii. Food
        1. Food Preparation
        2. Food Service
    iii. Beverage
        1. Beverage Preparation
        2. Beverage Service
    iv. Clean up Team

20. Next Meeting Date
21. Comments and Suggestions
22. Adjourn