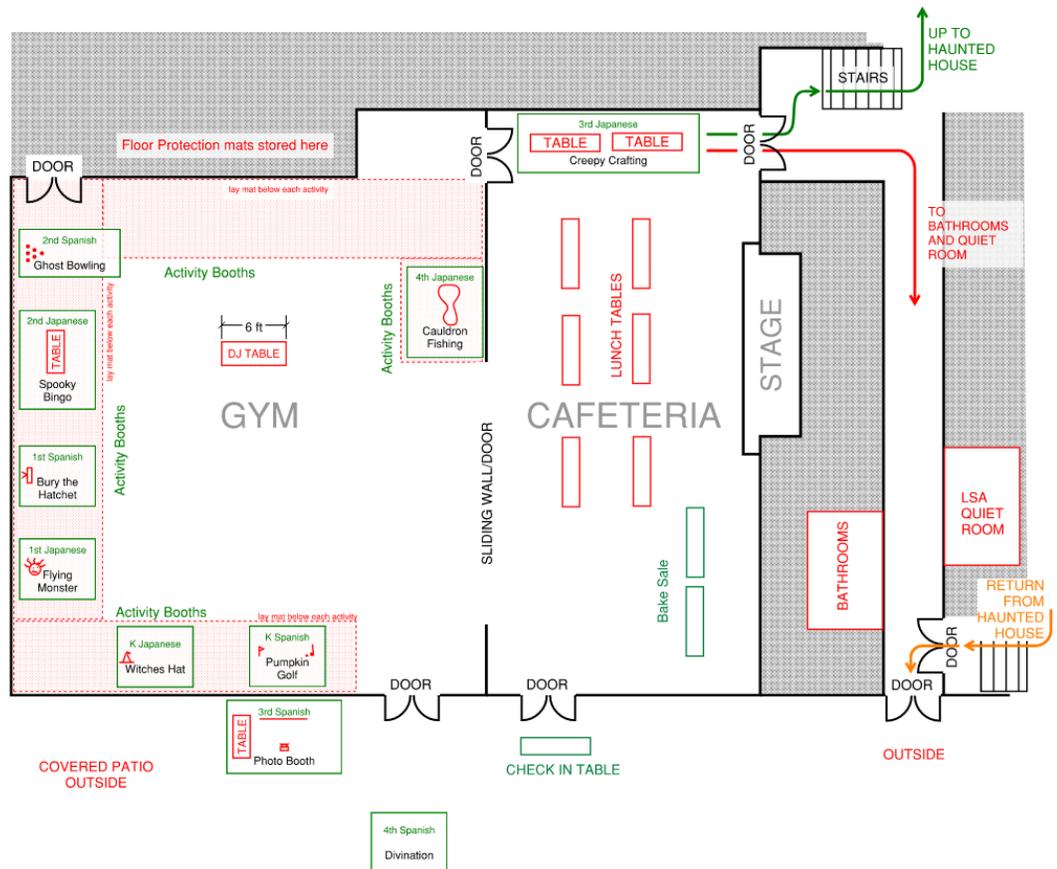


# Monster Mash Leads Roles and Responsibilities

1. FAQs & PTSA Role
2. Booth Leads
3. Bake Sale Lead
4. Food Truck Lead
5. Craft Table Lead
6. Haunted House Leads
7. Procurement Lead
8. Building Lead

## MAIN FLOOR



# FAQs & PTSA Role

## Questions about MM 2025?? Reach out to one of the following people:

- Jennifer Randall (whatsall - +1 312-912-1154) [event lead!]
- Jose Estrada (whats app - +1 206-475-4329)
- Emily Holm (whatsapp - +1 217-721-8383)
- Emma Taliercio (Whatsapp - +1 206-484-4595)

## What is it?

Monster Mash is a long standing tradition in JSIS! It is a fun Halloween carnival style event celebrated on school grounds. It has typically been a self-sustaining event (makes back the money spent to produce it).

## Lay of the Land

We only use the cafeteria/gym, 1 room from LSA (for the quiet room), and the 3rd floor (for the 5th grade haunted house).

- **Inside booths:** The Witch's Hat, Flying Monsters, Creepy Crafting, Spooky Bingo, Pumpkin Golf, Bury the Hatchet, Ghost Bowling, Haunted House (3rd floor)
- **Outside booths:** Photo Booth, Divination
  - Tables to eat are set up inside and outside (weather permitting).
- **Dance Floor:** Dancing floor is at the gym
- **Bakesale:** Bakesale is setup in front of the kitchen
- **Entrance** is right outside the cafeteria with 2 tables for each line: pre-paid and ticket holders, and people who want to purchase entrance there. Make it as speedy as possible to avoid long lines.

## **PTA's Role**

The PTA is responsible for the following:

- **Finding leads.**
  - PTSA will facilitate recruitment of parents to **lead** a booth. Booth leads will coordinate the booth activity, will get necessary supplies for the booth, and will help recruit parent volunteers to run the booth during the event. Leads are critical to the success of the event!
- **Helping facilitate!** The first week of October, send out this document to the leads, and then create a Whatsapp group for questions/organization
- **Designing, printing, and coordinating the posters**
- **Sending event communications** via eNews, FB posts, and via email
- **Securing a DJ**
- **Providing a budget**
- **Handling Ticketing**
  - Set up payment options/QR codes for entry and food (Treasury)
  - Tickets are \$5 per child (no cost for parents/caregivers)
  - On the day of the event, we have 1-2 volunteers at the front door taking cash for tickets and telling people how they can pay online, but we do not bother verifying if people say they have previously paid
- **Setting up website**
- **Request Building Use permit** from 4-9pm on the date of the event using the [Master Library Scheduler](#) (need insurance form and login access) and janitors for Fri/Sat as necessary. Ask principal or a teacher to stay on Fri so we don't have to pay for access.
- **Deliver cash boxes** to bake sale, front door before the event (plus petty cash)
  - For bake sale: \$200 in one dollar bills, \$100 in five dollar bills
  - For tickets: \$100 in five dollar bills

## **How to get Reimbursed**

If you prepay for any supplies, food, etc. as a part of your role, you will get reimbursed after the event. You submit your request here:

- [Reimbursement Request](#) (online only)

For any questions, please contact [treasurer@jsispta.org](mailto:treasurer@jsispta.org).

# Booth Leads

## Booth Lead Role

Coordinate a fun game/activity at a table during the event. Coordination will include:

- Each Grade/Language already has a booth theme, see below. (feel free to tweak it if you want!)
- Coordinating and getting materials for the activity. Feel free to check the school attic ahead of time for materials. The attic was cleaned at the end of last year, so if you need more supplies, buy whatever is needed for your booth and apply for reimbursement as needed.
- Aim for a supply budget of ~\$100/booth.
  - Procurement Lead will supply candy/trinkets for the prize bowl at your booth, so no need for the booth lead to buy that. Just buy what you need for your activity.
- Set Up Booth the night before the event (10/24/2025). Or if you can't make it, coordinate to have someone else set it up the night before.
- Help recruit volunteers from your grade to staff the booth during the event.
  - (PTSA will set up the sign up link!)
- Feel free to make the activity your own and change it up if you see fit.
- Simple is best!
- Have fun.

## The Booths

Yellow highlights are notes from last year's booth leads with suggestions for this year.

Each grade is in charge of managing their booth. Each booth should have one or two bowls (candy, temp tattoos, stickers, pencils, etc). Kids can earn prizes when they complete the activity. All leads should bring scissors & Painters Tape for set up!

All kids should get 1-2 pieces of candy after playing their game. Please make sure all volunteers know that their bowl of candy will get restocked through the night.

1. Japanese K: **The Witch's Hat**. Set inside. Several witch hats (fancy, velvet ones) spaced out on the mat. Kids stand behind a line and throw rings trying to get them onto the hats. 2 kids can go at a time. *Materials: hats, 3 plastic rings, booth sign, bowl with candy and treats.*
  - a. Everything is set in the black bin (with yellow lid) for them.
  - b. Contents of bin: cauldrons, cloth ghosts, squishy monsters, plastic skulls
  - c. **2024 lead:**
    - i. **Mariko Fujita** <mariko.fuj@gmail.com>
2. Spanish K: **Pumpkin Golf**. Using golf clubs, and standing behind a line, kids try to get golf balls into carved pumpkins. 4 kids can go at a time. *Materials: set of 4 clubs and balls, 5 artificial pumpkins with felt lanes, booth sign, bowl with candy and treats.*
  - a. Instructions: give each kid the ball and putter, tell them to go down the line and

try to get each one, and then have them return the ball AND putter before they get their prize

b. 2024 lead:

i. Derek Soike, [derek.soike@jsispta.org](mailto:derek.soike@jsispta.org)

3. Japanese 1st: **Flying Monsters**. Set inside. Standing behind a line, kids throw cloth ghosts, plastic skulls, and squishy monster balls into cauldrons. Some have to go through a hoop, some are at an angle, some are on top of stools, etc. 2 kids can go at a time. *Materials: several cauldrons of different sizes, a couple of boxes or stools, ring, bunch of ghosts and squishy monsters, booth sign, bowl with candy and treats.*

a. 2024 lead:

i. Anne Mock, [ammock@gmail.com](mailto:ammock@gmail.com)

4. Spanish 1st: **Bury the Hatchet**. Standing behind a line, kids throw plastic axes to a target trying to make them stick. 1 kid can go at a time. *Materials: 2 plastic axes, 1 target, booth sign, bowl with candy and treats.*

a. 2024 lead:

i. Electra, [Electranicolaysen@gmail.com](mailto:Electranicolaysen@gmail.com)

5. Japanese 2nd: **Spooky Bingo**. Set inside. Volunteer runs a game of bingo every 10 or so minutes. Multiple cards can be printed, so lots of kids can play at a time. *Materials: laminated cards to call, printed bingo cards, stickers to cover each square of the cards, booth sign, bowl with candy and treats.* (For more prints, [use this set](#))

- a. Notes from last year: The Spooky Bingo set up involves a set of 8 different BINGO cards ( so that everyone doesn't have the exact same card and get Bingo at the same time). There is a pdf linked to the Monster Mash instructions J2 Spooky Bingo section. There was a good stockpile of color prints of the cards for this year, but I thought I should try to make a few extra copies just in case and because I didn't know how many cards would be used in one evening (I should have counted, but I think we left the used sheets in the box and that is what was used this year) . I discovered that color copies are very expensive. I didn't do extensive research, but found the city library the least expensive place to get copies and they were 50 cents per page. **It might be a good idea to laminate a set of 40 or so cards (5 of each design, and there might be enough printed color copies in the Spooky Bingo Box that could be laminated without needing to print off more ) and use markers or small squares of paper to mark off things instead of stickers.** This would allow the same Bingo boards to be used for years to come and also eliminate the need to buy stickers to mark things. Also, we found that a couple of the calling flash cards were missing (used by the volunteer to call the Bingo square that needs to be marked). There are two similar looking green faced guys, and one of them was missing their calling card. **If a new set of the**



- a. There is an "Assembling Tent" document in PTA drive for instructions!
- b. 2024 lead:
  - i. Ana Selvidge, [ana.selvidge@gmail.com](mailto:ana.selvidge@gmail.com)

**More Info:**

- In Mid-October, get volunteers to help run the booth throughout the night. We typically use Signup Genius, but use whatever works for you. You need:
  - Volunteers to help set it up on Friday night
  - 2 volunteers for 30 min shifts **throughout the event** (12 total)
    - First set should be there at 4:45pm on Sat
  - Volunteers to help break it down, put it back in the attic, and help clean up the area after the event. This can also be the last set of volunteers from the night.
- Volunteers manning the booths are responsible for:
  - Monitor lines during event
  - Refill candy and treat bowls (and dry ice/hot water if applicable)
  - Reset the activity for each child as needed, and give out prizes when done.
  - They should stay at the booth until the volunteers for the next shift arrive, explain the activity, and hand over the booth

**Notes for setup:**

- Lay out long gray mats from Mrs. H along the main wall of the gym where booths are located.
- There is special tape that we should use on the gym floor, as per request by Ms H. It is in the attic or the office.

# Bake Sale Lead

This role doesn't require a lot of planning up front, but is a big part of the event!

2024 lead was Madeleine Waite: [madelenewaite@icloud.com](mailto:madelenewaite@icloud.com)

## 1-2 weeks before the event:

- Coordinate volunteers for baked goods. We typically use Signup Genius, but use whatever works for you.
  - Need about 30 dozen baked goods. Create SignUpGenius for people to volunteer
  - Ask people for nut free, individually wrapped items. This means we don't need food worker cards.
    - We request nut-free items but if parents/kids ask, we are NOT responsible for making sure these items are nut free.
  - Label the dozen of baked items and note if gluten/dairy free.
- Volunteers for:
  - Set up on Friday night
  - Managing the event
    - 30 minute shifts for people to volunteer. We need 6-8 people working the bake sale for at least the first 2 hours. 7-8pm could be 4-6 people.
    - We should have 2 or 3 people specifically in charge of collecting payment and being responsible for the cashbox. People serving food (with gloves) should not touch phones or cash.
  - Clean up after the event
- Take inventory
  - See if we have enough napkins, paper plates, cups
  - Take a look at the table decorations and platters (30) in the attic to make sure nothing needs to be replace
- If we need anything, reach out to Procurement Lead to order
  - We have access to compost bins, so try to do compostable materials, and everything individually wrapped.
- Secure water coolers! There is 1 in the attic; we have borrowed additional from parents in the past
- Confirm with Treasury that the store/QR code has been set up

## Friday night before the event:

- Set up

- Get aprons, food serving gloves from Volunteer Office
- Create and print Signs:
  - Bake sale sign
  - Pizza Sign: \$3 for slice of pizza
  - Juice sign: \$1 for a juice
  - Bake Sale items: \$1 each
  - Empanadas: \$4 each

**Saturday night:**

- Get cashbox from Treasury (\$100 petty cash in dollar bills)

# Food Truck Lead

The Food Truck Lead secure one food truck for the event and pizza. Very easy! Note that you will have to prepay for a large amount (over \$2k), but reimbursement is usually quick.

2024 lead was Rachel Kuck: [rachelkuck1015@gmail.com](mailto:rachelkuck1015@gmail.com)

## One month before:

- One month before, secure food truck. In the past, we've worked with Don Lucho's. They should arrive around 4:45pm and will park in the blacktop.
  - Contact: [carlo@donluchosinseattle.com](mailto:carlo@donluchosinseattle.com)
  - They have not charged us any booking fee in the past since our event performs so well for them.
- Empanadas
  - We ordered 175 last year from Arepa Venezuelan Kitchen ([arepavenezuelan@gmail.com](mailto:arepavenezuelan@gmail.com)).
  - Have them delivered at 4:45pm.
  - See previous year's invoice to compare costs and update the charge per empanada at the event if needed.
  - We prepay and get reimbursed after the event.

## The night before:

- Secure pizzas (Pudge Brothers) to be delivered at set up
  - Order 8 pizzas for main set up volunteers
  - Check with 5th grade haunted house lead to confirm how many pizzas they will need. Last year they needed 12.
- For Saturday night:
  - Order 20 pizzas to be delivered at 4:50pm
  - Order 20 pizzas to be delivered at 5:30pm.
  - 25 cheese and 15 pepperoni. If you call it in the week before, they give a 10% discount.
  - These will be sold at the bakesale.

Pizzas/empanadas should be delivered to the cafeteria or wherever you want to meet them. Similarly, we prepay and get reimbursed after the event.

2024 lead: Rachel Kuck: [rachelkuck1015@gmail.com](mailto:rachelkuck1015@gmail.com)



# Craft Table Lead

Visionary for all things crafting! Should be easy but fun. Be environment friendly (no plastics, maybe compostable materials) and budget conscious. We don't want to send stuff home that becomes trash.

2024 lead: Corrinne Estrada [corrinnel@gmail.com](mailto:corrinnel@gmail.com)

## Two weeks before the event:

- Create two or three projects for crafting - one of them must be for the quiet room at LSA (which also gets 1 pumpkin tic tac toe game purchased in 2023)
  - Some ideas: Coloring Pages, masks (could then be used at photo booth), stickers and construction paper
- Give list of materials needed to Procurement a week before the event at the latest
- 3rd grade Japanese will run the booth on Sat night, so just need to tell them what the craft is and make sure they have the supplies.
- Procure volunteers for LSA:
  - Setup on Fri (1 person)
    - Clean up on Sat (1 person)

# Haunted House Lead

Design the 5th grade haunted house! Be very cognizant of accessibility: if a child wants to participate but needs reasonable accommodations (such as turning off strobe lights for a child with seizure disorder or autism), then we need to do it. Attempt for ADA accessibility. Start of the HH could be by the elevator vs the other way around.

Haunted House lead for 2024: Ali Friedman, [alexandrabethfriedman@gmail.com](mailto:alexandrabethfriedman@gmail.com)

There is a document in the PTA google drive with helpful information!

## **Beginning of October:**

- Organize the plan for the haunted house and give a list of needed supplies to Procurement (check attic first, there is lots of stuff from past years!) .
- Budget will be \$200
- Recruit lots of volunteers to help - include the kids in set up and take down.
  - Volunteers for setting up Fri night
  - Finishing set up Sat (either in the afternoon or right before event starts)
  - Volunteers to staff it
  - Volunteers to break it down

**As soon as possible, communicate the time needed for setup on both Fri and Sat to the Building Lead so access to the building can be secured.**

# Building Lead

The overall coordinator, this is an important role!

The 2024 lead was Sara Clinch, [robinsa@gmail.com](mailto:robinsa@gmail.com)

## Early October

- Reach out to Tim at LSA to secure a quiet room during the event
  - It can be staffed by high schoolers who need volunteer hours, or left unstaffed since the event is with parents and we assume kids needing quiet would go there with their caregivers.

## Mid Oct

- Secure volunteers! We typically use Signup Genius, but use whatever works for you. You need people to:
  - Help set up decorations (booths will be covered by the booth leads) **5-6 people**
  - Clean up after the event (take down decorations and sweep) **10 people**
  - Take tickets at the entrance (Depends on how you manage it! **4-8 people**)

## The night before:

- Oversee the setup of the event
- Bring Scissors & Painters Tape
- Lay out long gray mats from Mrs. H along the main wall of the gym where booths are located.
  - Use gym floor tape (in office)
- Have set up team tape off classrooms, library, and off-limit areas. Lock office doors. (caution tape is in attic)

## The day of the event:

- Print QR codes to the admission store and have them at the entrance the day of the event.
- Open LSA room
  - There is an alarm code for the LSA room, need Sam to let us in and give the code, then set it again before we leave.
- Oversee cleanup
  - Take out garbage
  - Sweep floors
  - Put back cafeteria tables

# Procurement Lead

Procurement buys materials needed for booths and decor, as well as supplies for the night.

2024 lead: Jennifer Randall, [jenniferdrandall@gmail.com](mailto:jenniferdrandall@gmail.com)

## Mid October:

- Order new decorations/paper goods if needed (Leads will let you know)
- You will get reimbursed after the event

## Week of the event:

- **CRAFTS:** Craft coordinator will let you know what materials they need for crafts
- **CANDY:** Buy lots of candy for booths and give them to Booth coordinator for distribution.
  - Bought 3000+ candy/prizes in 2023 and still ran out
  - 2024: purchased 3,460 pieces of candy and 944 prizes. Roughly 200 pieces left over of prizes.
  - Purchased 7 orange pumpkin pails and 7 black cat bowls for candy and prizes for 7 booths. Note: Photo booth, Divination and Crafting do NOT get prizes and candy.
- **PRIZES:** Buy other prizes (tattoos, pencils, booklets) and give them to Booth coordinator for distribution.
- **DRY ICE:**
  - Buy 20-25 lb of dry ice for Cauldron Fishing
  - Need to instruct Cauldron fishing booth lead on instructions!
    - Dry ice needs hot water to stay active.
    - Drop-off in a cooler with snowboard gloves for the station
    - Station should be close to the kitchen so we have access to hot water (or an alternative way of keeping hot water in hand)
    - Set up by PE office and used a tea kettle to keep hot water. [Tea kettle was purchased for MM in 2024)
    - Break ice in very small pieces.
- **DRINKS/TABLECLOTHS FOR BAKE SALE:**
  - 8 cases of la croix (24 each)
  - 5-6 cases of Honest Juice (40 boxes per)
  - Buy 26 disposable: for bake sale tables, pizza tables, and tables for eating

## The night before:

- Help set up!
- Party Supplies are in 2 clear storage containers marked Procurement/Supplies Lead.

- Have on hand, scissors, tape, permanent marker, name tags (for setup), tacks, gummy for hanging items and any helpful supplies you can think of for setup the night prior to Monster Mash.

**The day of the event:**

- Keep candy refilled at booths. You can either get a volunteer to circle around and do it, or put a tupperware container at each booth with extra candy/prizes