

# Zaharis PTO

## Carnival Meeting Minutes

8:00am - Monday, September 26, 2011

- Meeting opened and conducted by Chairperson, Rebecca Squires
- Updates from Carnival Committees:
  - Donations: Carrie Kerns
    - A second flyer is to go home with students on the 27<sup>rd</sup> again announcing request for donations for prizes for the opportunity drawing, baked goods and 2 liter beverages
  - Communications: KeriAnne Zimmerman
    - A script has been prepared for Mr. Oliver's phone call to all families listing all key points to make for reminders to parents and students
    - A ZBC announcement has been created for broadcast on the 28<sup>th</sup>, 29<sup>th</sup>, & 30<sup>th</sup> reminding students of the Carnival and the process of 'late-pre-order' pick-up
  - Entertainment: Sherree Butterfield
    - All vendors are confirmed and reminded of expectation of 4:30pm complete set-up
    - Review of 'supply list' to confirm all things accounted for in terms of day-of set-up
  - Food & Games: Edith Foster
    - 150 Estimation Jars have been submitted
    - Cliff donated 1000 pieces (bars and twists) to be used as cake walk consolation prize
  - Pre-Orders: Kelly Bickle
    - Orders submitted after the 28<sup>th</sup> will be filled and set aside for 'will call pick-up'
  - Volunteers: Diane Taylor
    - All shifts/stations are covered and confirmed
  - Chairperson: Rebecca Squires
    - Day-of/Set-up lunch to be provided; Steve's Crazy Subs; Alyson will pick-up
    - All C.O.L. are on file
    - Volunteer Water; Bottles donated by Sprouts (via Kelly B.) and ice for coolers donated by Bashas (via Cindy)
    - First Aid kits to be borrowed; one to be kept at Tickets
    - Carnival Staff will wear issued orange shirt
    - Walkie-talkies to be charged after school lunch to ensure they are ready for event use

### **Upcoming Carnival Meetings:**

Wrap-Up Meeting; Monday, October 3<sup>rd</sup> at 7:30am