

## ***Spring Fair to-do list***

### General administration:

- Fill out facilities use permit for the day of the fair, plus the night before for set-up
- Pay custodian overtime (billed afterwards)

### Food:

- Shop for supplies
- Order pizza to be sold by the slice?
- Set up/run popcorn machine on the day
- Buy ice for drinks on the day

### Games:

- Set up games
- Make signs?
- Order prizes
- Print out photos for penny toss
- Contact Officer Parker about radar gun
- Solicit cakes for cakewalk
- Bring music for cakewalk
- Organize bike rodeo: block off parking lot, set up cones

### Silent Auction

- Solicit auction items
- Print out bidding forms
- Set up and supervise on the day

### Publicity

- Make and distribute 2 flyers: to solicit volunteers, and to advertise event
- Put ad and article in the News Review
- Put up flyers around Greenbelt
- Phone system message, email, Greyhound Gazette

### Volunteers

- Solicit volunteers: flyer, phone, email
- Coordinate volunteers on the day

### Book Fair

- Set up and run Scholastic Book Fair

### Decorations

- Buy and put up decorations

## SPRING FAIR NOTES 2010

It worked well to advertise for volunteers on the ERHS and GMS email lists. We had about 5 students who stayed the whole time, and they did a good job with the games.

The 6th grade girls did a good job with tattoos and nail polish, and this was very popular.

The police/FOP ran the bike rodeo, including bringing a trailer of bikes, and also the radar gun. Don't forget that they will donate a ride in the tank for the silent auction!

Decorations, and music playing during the event, improved the atmosphere.

Louis Brown offered to grill hotdogs and hamburgers next year out front.

Crafts: still have some sand art containers, masks and silly hat materials. Will need to order more sand art containers, but not as many. The button/mirror maker was popular.

Shifts: usually we advertise shifts of 9-11, 11-1 and 1-3, but we might want to change this. If we set up Friday night, we do not need many people there at 9:00. We could have just 2 shifts: 10-12 and 12-2, and then ask the first shift to check in 5 minutes before the start (not many people come right at 10 anyway), and ask for volunteers for clean-up afterwards.

## **SPRING FAIR CRAFTS**

**Sand Art** – always popular.

2 tickets per try.

Plenty of sand in closet, but need to order about 200 holders. Most popular: 1. dolphin key chains, 2. sun and star key chains/necklaces, 3. animal necklaces, 4. bracelets.

Would be useful to have lids/boxes/trays to catch spills, plus spoons or small scoops.

### **Tattoos**

1 ticket

Very popular – like face painting.

Bowls and sponges in closet. Need to keep tattoos dry somehow before use.

### **Decorating Masks**

2 tickets per mask

Sequins, feathers, stickers, markers in closet. Need some way of keeping all these organized on the table.

### **Paper airplanes**

1 ticket

Need about half a ream of paper

3 designs, can be decorated with markers and stickers.

Need large “Crafts” sign?

Must have at least 1 volunteer per table for sand art and paper airplanes. Possibly one person could supervise both tattoos and masks.

## **SPRING FAIR GAMES**

Duck pond: use net to fish for ducks – 1 ticket for 1 duck

Clown Toss with bean bags – 1 ticket for 3 bean bags

Sand Box – new idea: hide colored rubber bands in sand, and give each child a chopstick or long pencil to skewer the bands.

Potty Toss: 1 ticket for 3 throws

Rhino Toss: 1 ticket for 3 throws (throw rings over horn)

Scooters/obstacle course – 1 ticket

Cake walk – 2 tickets – need to have cakes donated/bought, plus music

Photo/penny toss – 1 ticket for 3 throws – need to take photos of teachers and find supply of pennies

Officer Parker – radar gun. Need to confirm date with him. Softballs are in the PTA closet. Lean large gym mats against the wall in the front of the school to throw the balls at.

Large signs in closet

Win prize every time – need about 500-600 prizes worth 50 cents or less

Best deals from [orientaltrading.com](http://orientaltrading.com)

Dress a Bear

Guess how many ? in a jar

## **Spring Fair food – 2009**

Pizza, muffins – 2 tickets  
Drinks, popcorn, candy – 1 ticket

Tickets were \$.50 for the 2009 event.

### **Pizzas**

-24 large pizzas ordered from Generous Joes (cost was \$291.28) with special request to cut into 16 slices instead of standard 8 slices. We only sold 12 pizzas, so **should reduce the order in 2010**. 3 more pizzas were sold at \$10/pizza, and the rest were given away free at the end.

- Order at Joe's was put in 5 days before the fair to allow time for prep. 2008 - Joe gave us a 15% discount off the total order; not sure about 2009.

2008 and 2009 pizzas were ordered to be delivered as follows:

11am – 7 cheese, 3 pepperoni

12 noon – 7 cheese, 3 pepperoni

1pm – 2 cheese, 2 pepperoni

In 2010 should **order equal amounts of cheese and pepperoni**, with no more than 8 (4 of each) at 11am and 8 at 12 noon. Do not need the 1pm delivery.

In 2009 we paid Joe with a check at the last delivery.

**Rice Crispy Treats** –bought 2 boxes of 50 individual (cost \$10.99), but sold very few. Not worth buying next year.

**Candy** -2 box of 30 pieces of mixed candy (Starburst, Snickers, Skittles, M&Ms, 3 Musketeers etc.) (cost \$13.59) Sold almost all of them; buy the same next year.

**Chips** -1 box of 50-count Frito Lay Chip Variety Pack (cost \$10.99) Sold them all.

**Muffins** – several dozen large muffins were donated. Sold about 1 ½ dozen.

**Fruit snacks** – 25 pkgs, \$10.39 – sold them all.

### **Drinks**

It was a cool, rainy day, so drinks did not sell well, unlike 2008.

Sold about:

-24 cans of regular Coke

-24 cans of Diet Coke

-30 Capri Sun Juice Pouches

-50 flavored sodas (sprite, orange, ginger ale)

-24 bottles of water

**Ice** - donated by Sonoco –two 20lb bags?

Would need more on a hot day. Used 2 coolers – PTA cooler + one more.

Other items:

- Large pack of napkins, large pack of paper plates
- Plastic gloves of the non-latex variety are needed to serve the food.
- Salt and popcorn oil were bought for the popcorn machine. Plenty of supplies left.
- Next year need to have rags handy to clean the popcorn popper out after use.
- It would be great to have three people behind the table most of the time that food is being sold.
- Have a big receptacle for recyclable items – and someone might need to volunteer to take it home at the end.

Could save leftover drinks and candy for Teacher Appreciation.