

## **Carnival Minutes – November 2, 2010**

The purpose of the meetings was to give an overview of the concept of the Carnival, identify needs, brainstorm ideas for the event and solicit support for the different committees.

### **Overview:**

The Carnival is scheduled for May 8, 2010, with a raindate of May 15, 2010 on the Town Common. The Town Common permit has been approved. The Park and Recreation Commission would like to see a preliminary layout of the event.

Hopefully, we are going to have something for every age group. We are lucky enough to have people on the committees that have children in every school. It will be a challenge to make it interesting for all but I know we can do it.

I would like this event to be a sort of “Hopkinton Day” supported by all local businesses. Our intent is to draw from the community first and then look outside Hopkinton second. Realistically, in these tight times, I think we will have to look outside the local community for support. There are many fundraising committees competing for the same dollars so we will need to be creative as to whom we seek contributions from. That said, if you know of a business that would be interested in supporting our event, please forward that name to Amy Montalto, the Sponsorship chairperson, at [amymontalto@gmail.com](mailto:amymontalto@gmail.com).

Our goal is to have as many parts of the Carnival sponsored as possible. This includes games, inflatables, food, prizes and the arts and crafts area. This way, we are making a profit as soon as we sell tickets. There is more on sponsorship below.

### **Committees:**

We established 10 committees that need support. Many people stepped up to chair individual committees and/or work on different committees. Each committee needs more volunteers. I have listed the committees, the chair people, their email addresses and a little about what they are going to be doing so that you can contact that person directly to join their committee.

I will be sitting with each chairperson in the next week or so to start the group off and lend any support that they may need to get started.

### **Stage Area Committee:**

**Chairperson – Jodi Palmieri**

**email: [JodiPalmieri@verizon.net](mailto:JodiPalmieri@verizon.net)**

Throughout the day, we will be presenting acts on the gazebo. This committee will arrange for acts, schedule them, set up a viewing area, obtain sound system, etc. I already have a magician/balloon maker lined up to perform. Jodi has great ideas on the stage area and we will work together on getting the stage booked. We would also like an emcee or multiple emcees for the day to promote our sponsors and introduce the acts.

**What you can do right now:** If your son/daughter/friend/mere acquaintance dances, plays in a band, story tells, juggles, does karate, cheerleads, sings in a choir, or in any way, shape or form performs, let us know where they perform and if you are willing to ask the owner if they are interested in performing at the Carnival.

If you know someone that would like to emcee the event, please ask them and have them contact Jodi.

### **Games Committee:**

**Chairperson: Diedre Corbett**

**Email: dcorbett1218@yahoo.com**

Keefe Vocational School is building our games. They will be collapsible and be able to be used every year.

Some examples are:

Ring toss	Dart throwing
Football throw	Dunk tank
Penny pitch	Fast pitch

**What you can do right now:** If you know of someone or a group of people that would be good sports for the dunk tanks, let Diedre know.

We will also be looking to borrow canopies, chairs and tables for these games.

### **Food Committee:**

**Chairpersons: Linda Picozza**

**email: picozza@comcast.net**

**Dale Moss**

**email: williamkmoss@verizon.net**

We are planning on having a food area similar to Poly Arts. The plan is to have grills, popcorn, cotton candy, a bake sale. We are going to try to get teachers to serve at the food area. We need to get a permit from Board of Health.

**What you can do right now:** Consider baking for the bake sale, contributing tables or grills, and thinking about some different, easy types of food to sell.

### **Prize Committee:**

**Chairperson:**

We decided to have prizes at each game instead of centralized prizes. This committee will have to order and organize prizes, figure out appropriate prizes for certain games, prizes for older kids vs. younger kids, etc.

**What you can do right now:** Consider chairing this committee.

If you have any extra mini balls, specialty pencils, stickers, poppers, etc, that you have accumulated from parties that you don't want any more, set them aside for prizes. These are the types of items that we would be buying from Oriental Trading or Rhode Island Novelty. I know I have an enormous bag of balls and such that are ready to be used.

### **Publicity Committee:**

**Chairperson: Gretchen Stephan**

**email: gretchen\_stephan@yahoo.com**

The key to the success of this Carnival is getting the word out. We will be using all of the resources of the HPTA, running articles in the paper, hanging signs, getting onto Boston.com, into Baystate Parent, and any and all channels of publicity. I had the opportunity to put our event on massvacations.com. We also need to brainstorm alternative ways to increase the interest, i.e. get the teachers to use tickets as incentives during the week prior to carnival, pre-sell tickets. Any ideas would be appreciated.

**What you can do right now:** Start talking to friends about the Carnival. Try to get people involved. Forward these minutes to anyone that you think would be interested in joining a committee. Tell your kids about it.

### **Inflatable Committee:**

#### **Chairperson:**

We are going to rent inflatable play sets: an obstacle course, moon bounce, jousting, etc. There will be structures that will challenge young children, high schoolers and everyone in between. We will have to get the layout to Park and Rec., decide power issues, and consider traffic flow.

**What you can do right now:** Consider chairing this committee. We are in discussions with the vendor so some preliminary work has been done.

### **Volunteer Committee:**

#### **Chairperson: Holly Miller**

**email: philholly@verizon.net**

#### **Chairperson: Beth Anne Carrier**

**email: bacarrier@verizon.net.**

We will be tapping into the HPTA resources to get support for these committees. Many of you have already expressed an interest in working on the day of the event and I will be forwarding that info to Holly and Beth Anne. We also are going to involve other service organizations to get volunteers.

**What you can do right now:** Get involved. Sign up for a committee or just for the day of the event. Any help you offer will be appreciated. This is going to be fun, I guarantee it.

### **Sponsorship Committee:**

#### **Chairperson: Amy Montalto**

**email: amymontalto@gmail.com**

As I mentioned, we are trying to get everything sponsored: games, food, prizes, inflatables, etc. so that we are making money from the start. We would also like to get a primary sponsor that would donate small bags for all the booty. That sponsor would be promoted heavily in the advertising for the event and throughout the day of the event via the stage shows.

Other sponsors will also be able to set up tables and put flyers in the booty bags.

**What you can do right now:** Start thinking of non-traditional sponsors that have not had the opportunity to shine in the Hopkinton community. If you know of a business or individual that could be interested in contributing, give that someone a call and ask them if they would like to be a sponsor. If you don't want to make the call yourself, forward the info to Amy.

Sponsorship can be in many forms:

- Prizes
- Food
- a cash donation for prizes or food
- sponsoring a game or inflatable

### **Finance Committee:**

**Chairperson: Liz Murchie**

**email: [murchiefamily@verizon.net](mailto:murchiefamily@verizon.net)**

We are going to centralize the handling of money and only sell tickets in one or two places. To participate in an activity; game, inflatable, food, etc., people will use tickets, wristbands or some combination. This committee will organize the handling of the money; document the expenses for the carnival, pre-sell tickets, decide prices, account for the day's events.

**What you can do right now:** Get involved.

### **Arts and Crafts Committee:**

**Chairperson: Shari Matza**

**email: [shari\\_matza@hotmail.com](mailto:shari_matza@hotmail.com)**

We are going to set up an Arts and Crafts area where kids can make crafts, get tattoos, make sand art, spin art, face painting, etc. We kicked around the idea of getting the Art teachers in the schools involved and have the students make art; drawings, sculptures, paintings, to be displayed and sold at the carnival. Similar to the concept of Square One Art, but the parent gets the original piece of artwork. Lots of great ideas were kicked around for this area.

**What you can do right now:** We will need tables and chairs for this area. Think of art and crafts items that your child likes to do and forward any ideas to Shari.