

FRIENDS OF PRIESTMAN STREET (FOPS) MINUTES

HALLOWEEN HOWL PLANNING

SEPT. 28, 2016 12PM

ATTENDEES:

Jamie Watson (chair), Mary Evans (principal), Laureen Stewart (staff), Linda Ryan (staff), Anne Keirstead (staff), Lyne Ouellet, Ruth Eden, Kelly Davis, Cathy Smith

1. Admission to the Howl will be \$10 per player, to a maximum of \$20 per family. Each player will receive a bracelet which will give them unlimited play of some activities. Bracelets have been ordered.
2. Some games from last year which we will use again include:
 - Plinko
 - Human Hungry Hippo
 - Minute to Win it Games – (cupstacking, Straw game, sorting...)
 - Come to the next meeting with ideas we can use ☺
 - Ruth will be asking at her work for a list of games we can borrow.
3. Photography – Linda has agreed to be the official photographer for the evening.
4. Photo Booth in Mrs. Stewart's room (this will save the library for readers) – Linda and Laureen will set up a photo booth with props. Parents can use their own cameras / phones to take pictures.
5. There will be 2 entry points to the school – Parking lot door / Playground door by the kindergarten rooms.
6. There will be a 50/50 draw. Laureen has applied for the permit. Middle school students will be selling the tickets. Laureen will oversee the kids and get them to 'drop off' money to her throughout the evening. Draw time for 50/50 will be 7:45pm. Tickets will be 1 for \$1 or 5 for \$3.
7. New this year – We will be borrowing the 'jail' from George St. It is large and heavy so needs to be picked up in a truck. Some assembly is required.
 - Cathy has agreed to volunteer at the jail, however we need someone else to join her.
 - Linda is contacting someone to try and get a couple volunteer policemen.
 - The cost will be \$2 to put someone in jail for 5 minutes.
 - The jail will be in the center of the gym.
8. Rachelle is contacting FHS about having their leadership students participate. They will help set up the haunted house.
9. Pumpkin carving contest – will be set up in the music room. Kelly will oversee this event. Possible prize: popcorn tickets or hot lunch
10. Clean-up crew – Mary said just a general tidy-up is needed.

11. Mary and Jaime will do inventory of what is left from last year. School will look after picking up candy, Smilemakers items and prepare a float. DQ has donated 100 treat coupons. If you know of any other business who will donate let Jaime know.
12. Parking will be permitted on playground. We must have volunteers on the playground that night and the note home should indicate this.
13. Glitter tattoos – Person will come and only charge us for materials. Cost is approx. \$1 per tattoo. We will charge \$3 / tattoo. There are Halloween stencils and a paw print for choices.
14. It was agreed we will have maps hung for people to see where events are. In addition a list of activities with room numbers on bristol board located throughout the school.
15. Anne is contacting readers. Our hope is to set up a K-2 and 3-5 area.
16. Two EAs on staff will set an area for adults. For a donation they can get a Reiki treatment or hand massage.
17. Canteen – sold out of the staff room: Hot dogs, pop/juice, chips. We talked about selling all 3 for \$3.00
18. Quiet Room – we need an area where people can go for quiet. Possibly include a coffee machine.
19. Anne will be a fortune teller again. We will ensure she gets breaks this year. \$2 per fortune
20. Mary will be emailing staff about the Howl and asking for help.
21. Laureen will look after a staff sign-up sheet to organize people at the door and in the canteen.
22. Volunteers to monitor exits so children cannot leave are needed.
23. Coats can be hung by student classrooms.

Summary of costs:

Bracelet will cover all except:

- Food
- Jail
- Tattoos
- Fortune teller
- 50/50
- Haunted house

Next meeting: Wed. Oct. 12th at noon

