**Mardi Gras Event**

**Food**

**Ticket Sales**

* Breakdown tickets in $20 groups before (only one strip) so ready for business part of sales
* Sale breakdown sheet (Attached) to keep track of under 5s, raffle ticket sales and wristband sales

**Baskets**

* Supplies in PTA closet to wrapping baskets (ribbons etc)
* Request local donations from businesses a month in advance (need PTA president approved letter and non-profit ID)
* Basket theme ideas – attached
* Lockers for facility/staff donation in closet
* Cans for ticket collection is in closet
* Donation basket donations deadline for week ahead so can start putting baskets together
* Call winners of baskets who were not at event when winners were announced so they can pick up winning baskets from office the following Monday

**Carnival Games (Gym & Music Room)**

* Blast Bouncer - [http://www.BlasterBouncer.com](http://www.blasterbouncer.com/)
* Make sure you tell them you need the games picked up right after it is over.

**Entertainment (Gym, Hallway, Café)**

* Balloon twister - info@gigglesclown.com
* Comedian - Michael Buzzelli
* Extra Balloon twister - Billy Heh
* Mad science Pittsburgh - <http://pittsburgh.madscience.org/>
* DJ – Steve Maffei - djstevemaffei@verizon.net

**Cakes Walk**

* Bring Music to play during walk
* Numbers in clock order on ground (there are supplies if you want in PTA closet)
* Have one person select winner
* Cakes dropped off day before and day of event

**Supplies we have in PTA closet**

* Lollypop game
* Fishing game
* Signs for entertainment stations
* Lots of tickets, tape and streamers
* Money boxes
* Table covers/plastic
* Some food container supplies

**Parade**

* Request Lincoln band help at least a month ahead of schedule
* Candy containers could use refilled with new candy – in PTA closet
* Hand out candy jars three weeks ahead with script to teachers to pass along and collect everyone’s guess.
* Call parents of winners to confirm they can be king/queen for grade
* Each grade has one king/queen
* Outfits for parade could use overhaul if someone is willing to invest the time

**Fast Pitch**

* Need white board, pen, mats set up in stairwell day before
* Radar gun borrowed from Mt. Lebanon Baseball Rec League
* Top speeds written down on white board

**Volunteer Help**

* Volunteer Sheets for high school students (2nd VP)
* Baked good donations, cakes and volunteer help (Home room parents)

**Logistics**

* Request permit for Mardi Gras Event
* Meet with committee members (ticket sales, baskets, entertainment, setup/breakdown, volunteer chair) months ahead of time and get commitment on help
* 1230 parade (meet on top floor at 1215)
* Email set up request to Mr. Kitsko
* Email/flier basket requests
* Email/flier event details
* Sticker day before event on kids so they remember Mardi Gras is the following day
* Ticket and kid entrance fees can be sold ahead of time after school the week of
* Baskets are displayed the Wednesday before the event and tickets solid to teachers the Friday before during lunch
* Email schedule of events for parents so they know what time things are taking place
* Request cash advances for day of event ($900 – a lot of quarters, $1) and early ticket sales ($200)