



SAINT ROSE OF LIMA

Catholic Church

Saint Rose Family Picnic

Sunday, August 28, 2022 – 12-3 PM

Next Team Meeting is **Thursday, July 21, 2022 at 7PM.**

Green are follow-up items

Blue are things to purchase

Yellow are new items added

- **SETUP:**

- Do we have the JoCall Room and Gym for that day? Starting at what time?
- Committee to meet on the Saturday, the night before (August 27) at 5pm at Suzie's house to create balloon arch, any last minute preparation etc.
- Signs out front to direct people to the entrance?
- Block Hallway in school
- Can we get the St. Rose School banner to block hallway and add sign to say do not go into school? –
- Make painted large signs to post on the wall above the tables for different events?
- On Friday, August 26, Suzie to pick up key from school (DeAnne) and office (Amy) for the closet. We need to get the microphone for the Gym from DeAnne.
- Do we want any decorations like white lights for the gym?
- Everyone bring a container of Clorox wipes & roll of paper towels, hand sanitizer. and extension cords?
- Candy Jar Guessing game at entrance table?
- Signs needed for entrance and to put at JoCall room and other gym doors?

- **PRIZES:**

- Do we want to ask Amy about purchasing gift cards for prizes?

- **REGISTRATION:**

- Setup Sign-up Genius with form for **Name, Phone, Email & Number of Participants**
- Registration table in gym
 - Suzie bring sharpies, tickets printed, pens, bowl for tickets, prizes?
 - Participants to fill out prize form at entrance table
 - Drawings for larger prizes will be given out at the end of each 30 minutes for participants who have filled out the form?
 - Signs outside the door to point to the registration door
 - Do we want to ask for donations?

- Guess the candy jars –purchase candy? – 4 jars – mason jars - White for door prizes and tickets printed in different colors for each jar.
- Welcome to the event poster behind the table with balloons – Suzie to create
- Will Sign-up genius will send an automatic reminder for volunteering and registration?
- Hand sanitizer?

• **MARKETING:**

- Saint Rose School –coordinate with the school to send out notices and invitation to volunteer in the Wednesday folders
- Include information about welcoming the priests in the flyer & celebrating the Saint Rose of Lima Feast Day of August 23.
- Church Bulletin – coordinate and send to Amy at the church – Need to coordinate for stuffing the bulletins
- Need to translate the flyer in Spanish and provide to Suzie for creating Spanish version of the flyer to be distributed.
- Suzie to print and distribute flyer to PSR
- Save the Date write up for the bulletin announcing the event and requesting volunteers, chili and cakes/desserts.
- Promote on Catholic Radio
- Flocknote notice – Coordinate with Amy
- Send out flyer to PSR families – printed flyer and via email to families – coordinate with Lynn Sigler
- Design and order large banner to be posted out front of the church/school?
- Order small signs to be posted out front of the church/school?
- Posting it on the marquee sign out front – coordinate with Amy
- Ask Amy to have the priests announce the Saint Rose Family Picnic at the end of the Masses for the weekend of August 21.
- Send out a notice to all Women's Ministry members requesting volunteers, chili and cakes/desserts.

• **VOLUNTEERS:**

- Boy Scouts – contact for volunteers
- Troops of St. George – contact for volunteers
- High School Youth Group – coordinate with Ben Smith
- Need volunteers for each of the stations plus check in table
- Ask for Volunteers from the School & in Bulletin
- Setup Sign-up Genius for volunteers with form for different time slots once we identify all stations
- Ask for volunteers for Cakes/Desserts on the sign-up genius
- Sara Wylie from Fidelis ask to spread the word about volunteers
- Pisut from Fraternus – ask him to spread the word about volunteers
- Send out reminder the day before the event to remind volunteers

• **DECORATING:**

- Backdrop for wall for family photos – order the photo booth props? – Location?
- White lights?
- Oriental Trading decorations?
- Balloon Arches & loose tied balloons – order balloons from Oriental Trading?

- Plastic Tablecloths – order on Oriental Trading and possibly white table cloths from Sam's club – Do we have any in the closet?

- **GAMES/ACTIVITIES:**

1. **Cake/Dessert Walk Game - Kelley**

- a. Music to play, bring Boom Box & extension cord
- b. 15 numbers on sheets laminated and signs – meet to laminate the sheets for Cake Walk or use existing red & green sheets? In closet?
- c. Can we get the list for Awesome Bakers from Amy?
- d. Add the donation of desserts/cakes on the Volunteer list
- e. Suzie to ask DeAnne about microphone
- f. Suzie to create Cake Walk Schedule
- g. 3 Volunteers

2. **Duck Pond**

- a. Bring small swimming pool
- b. Purchase ducks from Oriental Trading
- c. Mark bottom of ducks for winners
- d. Candy & prizes from Oriental Trading
- e. Tarp & Towels –
- f. 2 Volunteers

3. **Ping Pong Balls in Cups**

- a. Bring 2 tables, cups, ping pong balls -
- b. Candy & prizes
- c. 2 Volunteers

4. **Bean Bag Toss**

- a. Bring 2 boards or more?
- b. Candy & prizes
- c. 2 Volunteers

5. **Candy Jar Estimating**

- a. Jars located at entrance & people guess the number in each jar
- b. Purchase candy for jars
- c. Suzie to provide signup forms for candy estimating printed on color paper
- d. Winners announced at 2:30?

6. **Lemonade & Water Stand?**

- a. Cups, lemonade, drink dispenser, water pitchers
- b. 2-3 Volunteers
- c. Tables & 3 chairs for volunteers
- d. Cups for Water
- e. Wipes, Paper Towels, Napkins & Hand Sanitizer
- f. What about a frozen drink machine?

7. **Cookie Decorating?**

- a. Cookies – bake & purchase ingredients in advance

- b. Icing & sprinkles from Kroger
- c. Table & 2 chairs for volunteers
- d. Napkins
- e. Ziplock bags for people to take
- f. Bring aluminum foil lined jelly roll pans
- g. Sharpies
- h. 2 Volunteers
- i. Wipes & Paper Towels, Napkins & Hand Sanitizer

8. Hot Dogs

- a. Plates, napkins
- b. Condiments – Mayo, Mustard, Ketchup, Relish Donated by Knights? – exactly what condiments?
- c. Hot dogs & Buns – Donated by Knights?
- d. Table & 2 chairs for volunteers
- e. Extra tables & chairs for sitting
- f. Deacon Pete for the hot sauce?
- g. Wipes, Paper Towels, Napkins & Hand Sanitizer

9. Inflatables

- a. How many inflatables?
- b. Cost of inflatables?
- c. Location of inflatables?

10. Food Trucks – Kelley & Duena

- a. Location of food trucks?
- b. Smoothie King, Kona Ice, Ice Cream Rolls, Barbecue, others?

11. Music

- a. Will we get a DJ?
- b. From where will the music be played?

12. Family Photo with Banner or Photo Booth?

- a. Should we use the photo booth? Price?
- b. Use props for people to take photos
- c. Hang banner inside or outside of the gym? Or in JoCall room?
- d. Bring small table to the hallway to hold props

13. Popcorn & Movie?

- a. Do we want to show a movie?
- b. Need to clean the popcorn machine before using
- c. Confirm that we have pre-popped popcorn in the closet and popcorn bags
- d. Wipes & Napkins & Hand Sanitizer
- e. Setup chairs & tables
- f. 2 Volunteers