

2025 Fun Fair

Date: 2/28/2025

Time: Early Entry for low sensory: 4:30-5:00 cst (RSVP to Mrs Bush)

Main event from 5-7:00 cst

1. Entry Welcome
 - a. Time: 4:30
 - b. # Volunteers: 2 per shift
 - c. Signs to direct attendees (Cindy/Forest Ann)
2. Spirit Wear
 - a. Location: Main Entry Way
 - b. Time: 5:00-7:00
 - c. # Volunteers:
 - i. Set-up: 2
 - ii. Sales: 2
 - iii. Clean-up: 2
 - d. Cost: Will use current inventory
 - e. Price Flyers-Ok to keep current prices (Kenlyn to print)
 - f. Inventory to be assessed (Kenlyn)
 - g. Flyers for spirit wear sale- Ok to print past flyer with updated dates
3. Bounce Houses (Kristen)
 - a. Confirm with Always Bouncing set up by 4:30
 - b. Need Contract
 - c. Cost: \$600
 - d. Volunteers # needed: Amy & Brent and 2 additional
 - e. Plan to deflate 6:40
4. Grade-Wide Raffle Baskets (Kristen/Kenlyn)
 - a. Location: Library
 - b. Collect payment in hallway
 - c. Time: 4:30-Last call at 6:30, closed at 6:40
 - d. Volunteers:
 - i. Set-up: 2
 - ii. Sales: 2
 - iii. Clean-up: 2
 - e. Tori emailed staff early this week
 - f. PTO purchased scooter
 - i. Cost: \$155

- g. Basket themes due by 1/24/2025
- h. Baskets due 2/10/25 in order to promote on Facebook
- i. Raffle tickets check inventory in closet (Kenlyn)
- j. Containers to hold tickets (Grade signs for each container-Kenlyn)
- k. Spreadsheet for teachers
 - i. <https://docs.google.com/document/d/1SCvar-taEKXuf-LAb91MxC2G8OoiOzErNJFgxgXPsaQ/edit?usp=sharing>

5. Silent Auction (Kenlyn)

- a. Location: Library
- b. Time: 5-6:40, winner announced at 6:50
- c. Volunteers:
 - i. Set-up: 2
 - ii. Oversee bidding: 1
 - iii. Clean-up: 2
- d. Post items to Facebook (dates): 2/19/2025-2/26/2025; 1 week
- e. Bid sheets for each item with current bid listed on each (Kenlyn)
- f. ~26 items so far
 - i. Item Flyers to be completed by Kenlyn and Cindy
 - ii. Flyer stands in PTO closet (inventory-Kenlyn)
 - iii. Clip boards in PTO closet (inventory-Kenlyn)
 - iv. Signs regarding payment accepted (Allie)

6. Concessions (Ashlyn)

- a. Location: Cafeteria
- b. Time: 4:30-7:00
- c. Need two microwaves: Teachers lounge (Ashlyn)
- d. Hotdog warmer (Reffo)
- e. Volunteers:
 - i. Set-up: 4 volunteers
 - ii. Sales: 4 volunteers
 - iii. Clean-up: 4 volunteers
- f. Items: Review spreadsheet
- g. Extension cords
- h. Cost: Sam's Club \$400 (excludes nacho cheese)
- i. Ring pops and dum dums

7. Crafts (Forest Ann)

- a. Location: Art Room
- b. Time: 4:30-7:00
- c. Volunteers:
 - i. Set-up: 1
 - ii. During crafts: 2 volunteers
 - iii. Clean-up: 2

- d. Items needed:
 - i. Sticker crafts/copy paper
 - ii. Headbands (PTO closet-inventory Kenlyn)
 - iii. Marker bin (PTO closet)
 - e. Cost: \$100
- 8. Face Painting
 - a. Location: Room 117
 - b. Time: 4:30-7
 - c. Volunteers:
 - i. Mr. McGee/Art Club
 - d. Supplies in PTO Closet
 - e. Paper Towel, other supplies?
 - f. Donation Bin
- 9. Hair Tinsel by Donation (Forest Ann)
 - a. Location: 4th grade Pod
 - b. Time: 4:30-7
 - c. Volunteers:
 - i. Set-up: Forest Ann's niece to prep items for volunteer hours
 - d. Supplies- Forest Ann to send items for purchase to Allie
 - e. Cost: ~\$20
- 10. Treasure Walk (Sarah L)
 - a. Location (by Art Room): Counselors Room
 - b. Time: 4:30-6:30
 - c. Pirate ship theme
 - d. Volunteers:
 - i. Set-up: 2
 - ii. Run Walk: 3 volunteers
 - iii. Clean-up:
 - e. Supplies: wish list sent to Allie
 - f. Song list: Sarah
 - g. Blue Tooth Speaker: Kenlyn
 - h. Cost: \$120
- 11. Photo Booth
 - a. Location: Kindergarten pod
 - b. Time: 4:30-7:00
 - c. Volunteers: none needed
 - d. Cost: \$400
- 12. Yard Games (Cindy & Angie)
 - a. 5th and 3rd grade pods
- 13. Library
 - a. Prize wheel

b. Location: 4th grade pod

14. Donor Powerpoint (Kenlyn)