

Meeting summary

Quick recap

The Harvest Committee meeting focused on planning the upcoming Harvest Festival, discussing food options, games, and attractions to improve efficiency and entertainment value. The group explored various food service strategies, raffle ideas, and entertainment activities while considering ways to streamline operations and enhance the overall experience for attendees. The conversation ended with discussions about logistics, seating arrangements, and volunteer needs, with plans for a follow-up meeting to finalize details and address outstanding issues.

Next steps

- [Adam to compile and share meeting notes with all attendees via email thread.](#)
- [Adam to organize food options and create a food donation list.](#)
- [Adam to reach out to classrooms about making candied apples and other bake sale items.](#)
- [Adam to look into getting two jumpers and share options with the committee.](#)
- [Adam to ask Lenette about organizing a photo booth.](#)
- [Adam to create child-friendly music playlists for the event.](#)
- [Adam to send out information about the pumpkin decorating contest by the end of the week.](#)
- [Adam to create sign-up sheets for volunteers to help with setup, staffing, and cleanup.](#)
- [Esther and Brad to help with layout planning for better workflow.](#)
- [Chau to help with decorations and signs.](#)
- [Clara to research seating options including bar/cocktail tables.](#)
- [Stephanie to create and share event flyers.](#)
- [Administration team to handle advertising through social media and flyers.](#)
- [Kris to provide a list of available game equipment.](#)

Summary

Meeting Attendance and Agenda Review

The meeting began with Adam welcoming attendees and mentioning that a PDF of the agenda was shared in the chat. Aileen briefly greeted the group before the meeting went off camera. Adam waited for additional participants to join before starting the meeting, apologizing for the delay.

Harvest Festival Planning and Improvements

The Harvest Committee meeting discussed plans for the upcoming Harvest Festival on October 24th from 5:30 to 7:30 PM. The committee will decide on food options, games, attractions, and raffle ideas, with a focus on improving food service efficiency based on past feedback about long lines.

They plan to brainstorm layout improvements and staffing strategies to better manage food distribution and traffic flow during the event.

Efficient Event Food Stations

The group discussed food options for an upcoming event, focusing on ways to serve meals quickly and efficiently. They considered having multiple food stations with different cuisines, such as pizza, build-your-own bowls, and Mexican food from Juan Pollo, which was noted as a cost-effective option. Esther suggested using colored tickets to streamline the serving process, and Adam agreed this could be implemented alongside a new ticketing system. The group also discussed the possibility of using the outdoor space for food stations and noted that power would be available to keep food warm.

Enhancing Raffle and Auction Strategies

Adam proposed a new approach for the upcoming event, suggesting larger raffle baskets and sports tickets instead of multiple smaller raffles. He also mentioned the possibility of incorporating a silent auction, either in-person or electronic, and discussed the idea of classroom-made art projects for auction. The group agreed that larger raffle prizes were a good idea, and Adam planned to draft a proposal for review by the group.

Harvest Festival Planning and Activities

The group discussed plans for a harvest festival, focusing on food and entertainment options. They agreed to include a bake sale with items like cupcakes, cookies, and candied apples, with Adam planning to encourage classrooms to participate. The possibility of a cakewalk and rice crispy treats was also mentioned. They discussed the use of a bounce house or slide, with Michelle noting that blow-up slides are popular with children. Adam reminded them to ensure proper lighting and power supply for any electrical equipment.

Event Planning: Tickets and Prizes

Adam discussed plans for an upcoming event, focusing on providing both larger and smaller prizes to accommodate children of different ages. The group agreed to implement a ticket-based prize system rather than directly giving out trinkets, with tickets earned through game participation and used to win prizes from treasure chests. They also considered incorporating a book fair into the event, though decided against using books as prizes since a book fair was already planned as a separate PTC event.

Community Event Planning Discussion

Adam led a discussion about planning a community event with games and activities for children and adults. The group discussed ticket pricing, with a decision to keep it similar to last year at \$5 for

children and \$10 for adults. They explored ideas for games, including a "Gobble the Ghost" activity involving donut strings. The team also decided to replace classroom crafts with a bake sale to raise funds. Before the event, tasks include determining food and supply needs, planning the layout, creating decorations and signs, and developing a variety of games for different age groups. The administration will handle advertising, while volunteers can assist with various planning and execution tasks.

Festival Lighting and Seating Plans

Adam and Chau discussed lighting arrangements for an upcoming festival, noting the need to improve coverage of dark spots by adjusting the direction of string lights. They also addressed seating challenges, with Clara suggesting the use of bar-style tables to accommodate standing and casual seating, particularly for parents. Adam tasked Clara with exploring options for temporary seating to create designated eating areas, acknowledging the need for a combination of seating solutions to accommodate all attendees.

Montessori Harvest Festival Planning Meeting

The meeting focused on planning the Montessori Harvest Festival, discussing logistics, and assigning tasks. Adam confirmed plans for a photo booth, music, and a pumpkin contest, and emphasized the need for volunteers. The group agreed to hold another meeting next Thursday to finalize logistics and address any outstanding issues. Action items include Adam distributing meeting notes, creating a thread for updates, and organizing a follow-up meeting.