

October 8th, 2024 Meeting at Homer High School for Harvest Festival Logistics

Present: Sharlyn, Maygen, Ash-Lee, Katie (HS Assistant Principal), Robert Fimon (HS Head Custodian)

Contact Information/People who know things:

- Head Custodian, Robert -- 907-399-5401 / rfimon@kpbsd.org / work day ends 4:30p
- Audio Tech -- Jesse Bolt (mics, theater pro, syncing sound for commons and gym)
- Nutcracker Parent Overseeing Back Dock Usage -- Megan Palma

Important Updates:

- Sharlyn will have master key for HS
- **Begin set up at 3p**
- Approved usage of commons, gym, classroom B102
- Let Robert know final plan arrangements one week prior to event

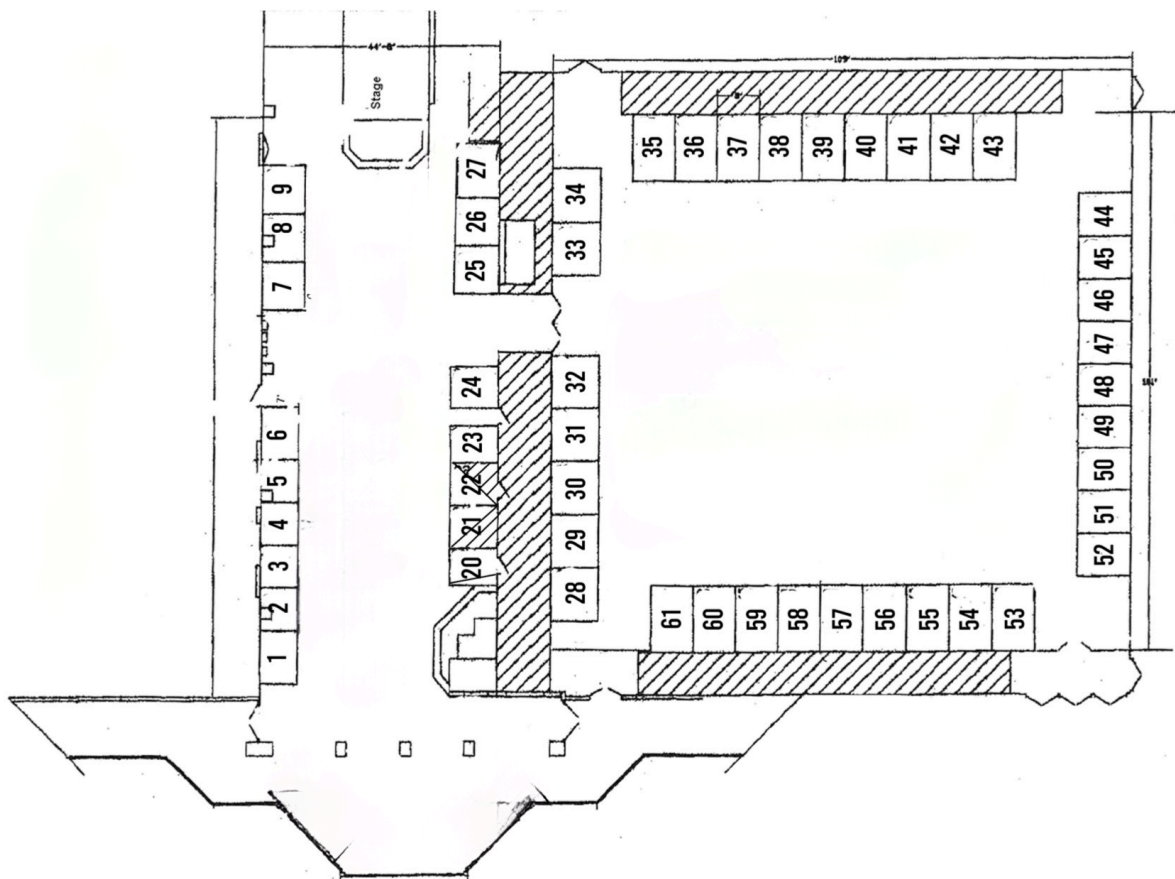
Resources available at the highschool we may use:

- 12 cafeteria tables with 16 seats per table
- 8 older style cafeteria tables
- (200) Significant amount of folding chairs
- 25 white folding tables
- Some extension cords and surge protectors (we should still bring what we had for last year)

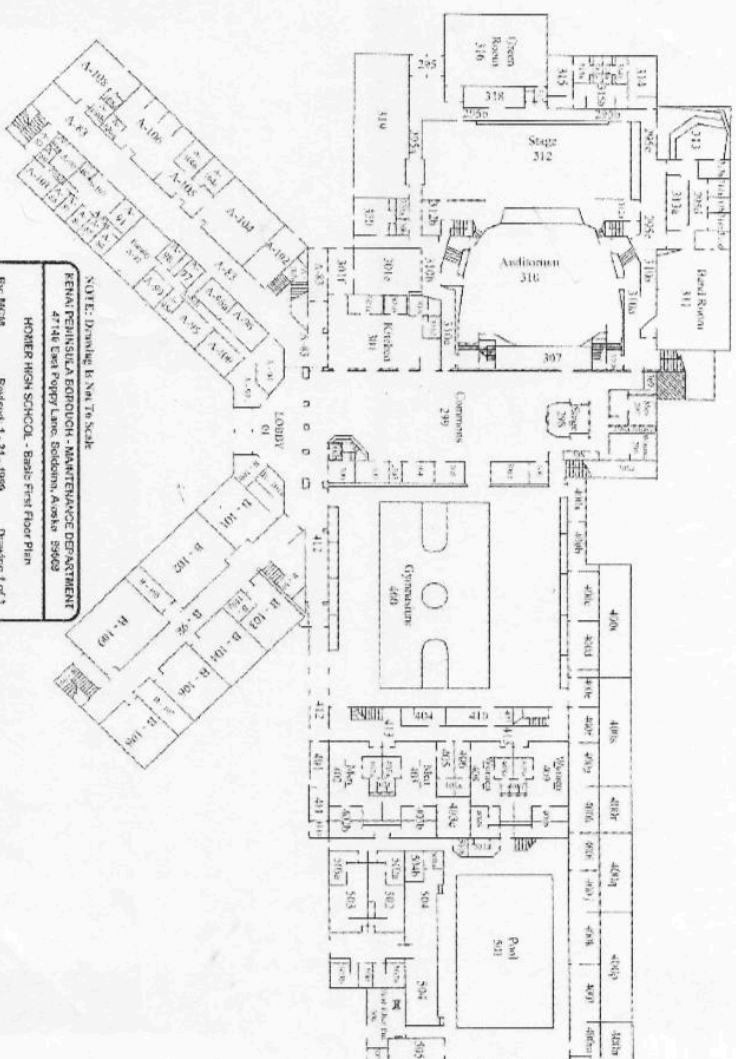
Details to factor into prep time/event:

- Nutcracker will likely have kids/things happening in the back room by dock
- Hallway barrier/(monitor) to prevent kids from going beyond classroom B102
- Lock doors to theater commons
- Robert is planning to cover the entire gym floor (it takes ~30m with help to cover the gym) (or it can be done in sections)
- Around 6p we may see student wrestlers wandering about to collect their books/items

**Blank Floor Plan
(disregard numbered boxes)**



Homer High School First Floor





Ash-Lee's Proposed Arrangement

MAIN AREA

1. Commons:

Primary gathering, mingle, check-in, food tables/seating
(Commons lobby in front of the entrance for ticket sales, bidding paddles,

(Commons Stage with PA equipment, questions about having auction items in the commons, if so where? Could set up auction tables to the sides of the stage?)

2. Gym:

Activities/auction, browse comfortably w/o cramping, pre-set frescoes area (guide marks on floor for specific spots if applicable), 6th grade sales, additional silent auction tables, live auction item storage, auction check-out/item retrieval, *proposed* FWA merch table, PTO info table (self guided), simple photo area

3. Classroom B102:

Movie/coloring (or other simple craft/activity), overall low stimulation area

Suggestions:

Keep smaller attractions/activities with quick engagement in the commons, games/performances/larger auction items in gym

COMMONS

Entrance:

General Admission Check-In / Bidder Registration (2 tables)
-- Bidder registration sheets on clipboards for those in line to speed up process, assign bidder number at sheet retrieval

Information Table with Agendas:

Initially manned by Jonathon?

Printed schedule with times, donor thank yous, phone number to text for questions/help during event (I'll volunteer my number for this)

Food and Beverage:

Along perimeter of commons

Two silent auction tables near gym entrance:

Split high value/interest items to increase participation in both areas

Clear Pathways & Flow:

Signage / Visual Guides, keep gym entrance free flowing

Decorate gym entrance for enticement (sign above/light path)

GYM**Student Art Display:****6th Grade Sales Table:****Frescoes Area:****Remaining Silent Auction Tables:**

Tables arranged with spacing for guest movement

Numbered and clearly labeled with closing times

Adequate lighting for visibility of items and bid sheets

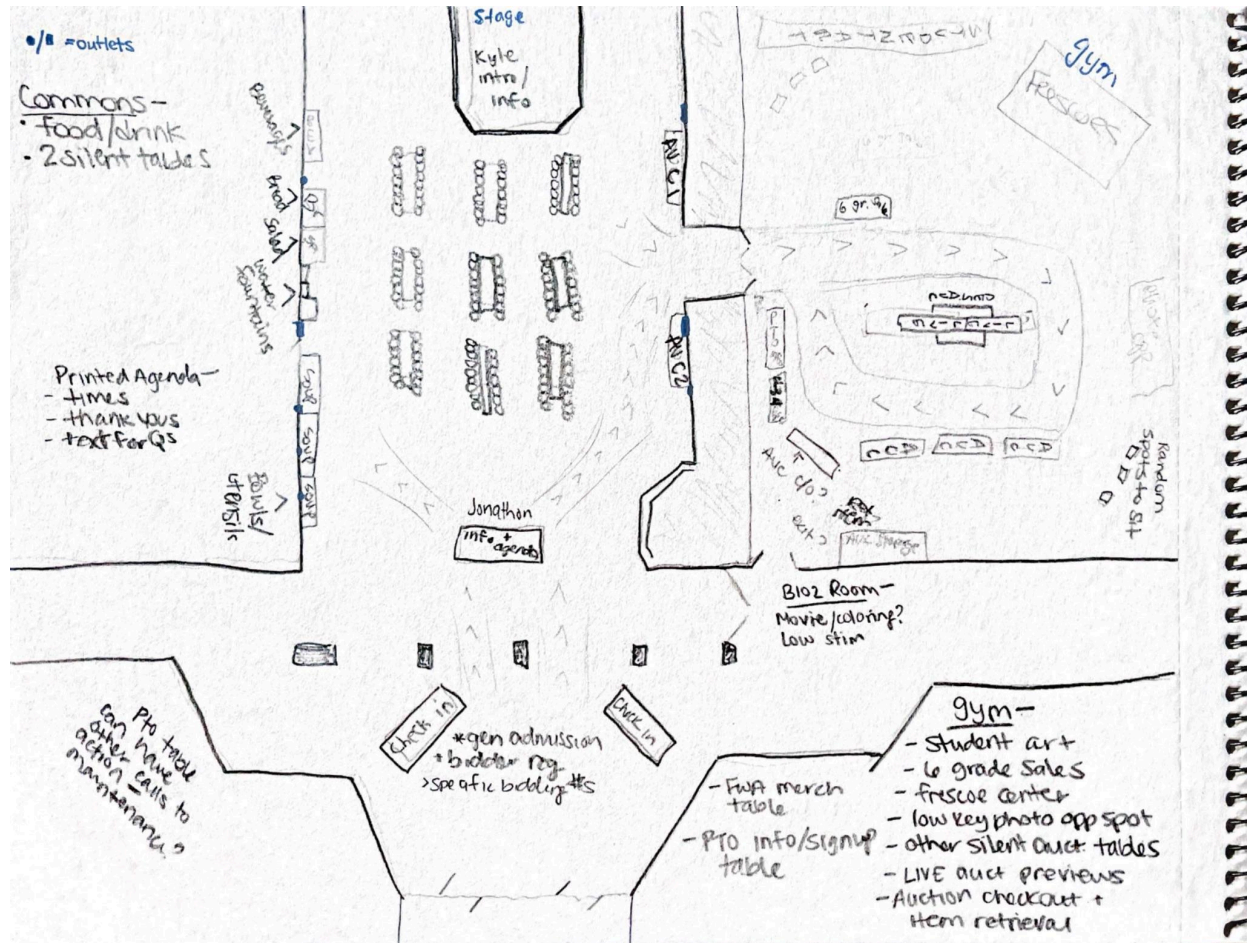
FWA Merch Table: Y/N**PTO Info Table - Self Guided: Y/N**

(what we do, sign up sheet, calls to action *maintenance?)

Simple Photo Area: (we decided not to have a photo area this year)?**Live Auction Storage Table(s):**

Auction Check Out Table:

Auction Item Retrieval:



(We should utilize all 12 folding cafeteria tables to maximize seating for 192 guests)

1. General Directional Signage

- **"Welcome to the Harvest Festival":** Placed at the entrance.
- **"Check-In Here":** At the check-in area.
- **"Auction Registration":** At check-in area.
- **"Silent Auction":** Positioned above or near the tables designated for the auction.
- **"Live Auction Area":** At the stage or auction space.

2. Food & Beverage Station Signage

- **"Soup Station":** Near the soup table with dietary information (e.g., "Gluten-Free", "Dairy-Free", "Vegetarian").

- **"Bread & Butter Station"**: Labeled clearly with signs indicating its location.
- **"Beverage Station"**: For water, tea, and other drink areas, ensuring easy navigation.
- **"Salad Station"**: If a separate station is used, this should be clearly marked.
- **Dietary Labels**: Individual signs for each soup and salad indicating dietary restrictions (e.g., "Gluten-Free", "Contains Nuts", "Vegetarian").
- **"Condiments"**: For stations offering extras like dressings, butter, or toppings.

3. Auction Signage

- **"Silent Auction Tables 1-6"**: Numbered signs for each auction table.
- **"Bid Here"**: Placed at each auction table to direct guests where to place their bids.
- **"Silent Auction Closing Times"**: Posted visibly with specific table numbers and closing times listed.
- **"Live Auction Preview"**: Sign directing guests to view live auction items.
- **"Live Auction Begins at [Time]"**: Displayed near the live auction stage to inform guests of the start time.

4. Performance & Entertainment Signage

- **"Performance Area"**: Placed near the stage.
- **"Performance at [Time]"**: Updateable sign indicating the timing of the next student performance.
- **"Children's Art & Movie Room"**: Directional sign leading to the children's room.
- **"Movie Screening Schedule"**: Posted outside the children's room, listing movie title(s).

5. Cleanup and Waste Management Signage

- **"Clean Up Crew Station"**: Designating the spot where cleanup crew should gather, collect supplies, review clean up checklist

6. Additional Event-Specific Signage

- **"Thank You to Our Sponsors"**: Displaying sponsors' names/logos.
- **"Dessert Auction Begins at [Time]"**: Positioned near the dessert display.
- **"No Food or Drink Beyond This Point"**: Placed at entrances to non-food areas like the children's room or auction area.

FROM MAYGEN

Biggest questions for me are

Where to have the auction tables? I feel like if they are in the gym they should all be there otherwise it would feel disjointed. I also feel like having them in the gym verse the commons makes the event feel disjointed since the main event is in the commons. Could have tables to the right of the stage along the wall leading towards the gym entrance. Still could have enough

room for all of the food on the opposite side and from the gym opening along the wall to the glass terrarium.

Where to have the projection of large auction items on screen?

Do we want to utilize the gym and the B102 room? If so we will need to add an additional sign up genius for monitoring the hallway and movie room.

Determine the purpose of the gym? Is it going to be used for ball activities? Might be too crazy. If no athletic activities then cover the whole gym floor. Panels are the whole width of gym by 8 feet.