

## Endeavour Elementary Sonic Blast 2018

Friday, September 28, 2018

### List of needs and responsibilities

#### ADMINISTRATIVE

##### 1. Registration

- Coordinator(s): **Cindy Nottingham**
- Create event page, registration form, waiver: **Cindy Nottingham**
- Race logo: Emily Jensen (A'Neil Locke neighbor)
- Race theme: **Dream Big**
- Is the timing equipment part of the registration fee we pay? **No timing needed**
- Cost: \$20 for adults, \$15 for children 12 & under
- Is there a way for people to set up "groups" and set a donation goal for a group to try to get more financial involvement that way, from family or grandparents? **There will be a donation as part of the registration, if families want to donate and can't participate in the 5K event.**
- Registration begins: **August 21, 2018 (Back to School Night)**
- Registration closes: **September 13, 2018**
- How is registration marketed? posters, fliers Who: **Online through raceentry.com**
  - **Barbara Peterson will include details about the event, dates, registration in the first newsletter of the year. It will also go in the Principal email and on the school website.**
  - **Posters and fliers to be displayed and handed out on Back To School Night: Vanessa Mori and Cindy Nottingham to do these.**

## 2. Parking and safety

- Coordinator(s): A'Neil Locke
- Where do people park? **Along streets and in neighborhoods**
- Do we need approval or help of city and police? **A'Neil checking with Kaysville police**
- Do we need medical personnel onsite for the race? **First Aid station will be set up. A'Neil will also try to get a family volunteer in a golf cart to ride the race route and check on participants or handle situations along the route.**
- Are people allowed in the school for restroom access or are porta potty's needed? **Whirlpool Galaxy doors will be open for restrooms.**

## 3. Race route

- Coordinator(s): Kandise Forsberg, Celeste Floyd
- Measure and map 5k route: **Same route as last year**
- Measure and map 1-mile (fun run?): **Same as last year Possibly called "Tot Trot" for under school aged kids.**
- Signs, cones, tape marking the route the day of race: **Route will be marked by 4:00 p.m the day of the event.**
- Water stations:
  - Set up of these: **Volunteers will set up, work it, and clean up.**
  - Request to stores for donated water bottles or are we just doing cups and big water coolers? **Water coolers and cups**
  - Do we need volunteers to help with this? How many? **Yes - ?**
  - Set up happening when on the day of the race? Who? **Volunteers**

#### 4. Finish line

- Coordinator(s): Carrie Abner, Elizabeth Littlefield
- Decorations or balloon arch: **Ballon Arch (Barbara Peterson helping with this.)**
- Timer: **Not needed**
- Are names listed or read aloud as racers cross the line? **No winners, just participants**
- Do we need a speaker system to aid with this? **Need a speaker system to announce raffle prizes and karaoke.**
- **Photo booth for finishers to snap a pic - reaching out to Megan Cannon to possibly help with this.**

#### 5. Day of race schedule - **September 28, 2018 from 5:00 - 7:00 p.m.**

- Coordinator(s): A'Neil Locke
- Set-up (see individual event for times and who's assigned)
- Race start time: **5:00 p.m.**
- Concessions start time: **5:00 p.m.**
- Talent show start time: **Not needed, no talent show. Karaoke will start after the 5K. Music will be playing until then.**
- Race winners announced and prizes awarded time: **No winners, prizes are the raffle items.**
- Raffle prizes awarded time: **? 7:00 p.m. (maybe 6:15 or 6:30 on this??)**
- Tear down and clean up: Time? **7:00 p.m.** Who? **all community council members, teachers, custodians, volunteers,**
- Can we use volunteers for any of the above? How do we sign them up? **Barbara will talk to PTA about volunteers.**

## SPONSORS/SUPPLIES

### 1. Business sponsors

- Coordinator(s): Adam Schwebach
- Outreach and request for cash donations: Adam Schwebach and A'Neil Locke
- Letters (hard and soft copies) and proposal of sponsorship levels: [Vanessa Mori to get these prepped and to us.](#)
- Spreadsheet/Google doc to track businesses approached, donations requested, promised, collected: [A'Neil Locke \(an email to be sent to the group overseeing this with businesses to contact\)](#)
- Collection of company logos: [Adam and A'Neil](#)
  - Due by: [Sept 1, 2018 \(or at the time they money is gathered to prep for t-shirts\)](#)
- Signs/banners made for the day of the race? Who?
- How are cash donations usually made and gathered? Company check, cash, online?
- Thank you cards/letters sent afterward? By who? How?

2. Raffle and race prizes donations - [Barbara will send a letter to parents asking if they have any extra prizes already at home that they would like to donate.](#) [Jennifer Johns has offered a brand new hover board. Barbara to reach out to her for that.](#)

- Coordinator(s): Barbara Peterson, Kandise Forsberg

- Outreach and request for food, drink, gift card, experience, in-kind donations: [Barbara and Kandise \(A'Neil offered to help too\)](#)
- Letters for this? [Vanessa to complete](#)
- Collection of these items due by: [Sept 21st](#)
- Spreadsheet/Google dox to track donations and have them assigned to race categories: [A'Neil Locke](#)
- Could we charge \$1 a raffle ticket for anyone who didn't run but would like to throw a ticket in a certain bowl for that prize? **Yes -This would help extended attending family members participate more.**
- MC: ?? [We need to decide this](#)

### 3. T-shirts

- Coordinator(s): Tracy Furse
- Design: **Being reworked, so it can be printed in 1 color by Emily Jensen. Color was discussed - possible options were turquoise blue, purple, heather gray.**
- Ordered by: **Tracy Furse or Vanessa Mori**
- Company used: **Bids from Screen Pro and one other company**
- Responsible to organize these by family for swag bags: **Volunteers will be needed to organize shirts, race bibs, safety pins into ziploc bags with labels. A'Neil Locke will help (neighbor Marci Preece offered too)**

#### 4. Race bibs

- Coordinator(s): ? (Not discussed at council meeting but A'Neil Locke can do these)
- Ordered by: ? Get from Wasatch Running.
- Safety pins: ?
- Responsible to organize these by family for swag bags: See above under t-shirts.

#### 5. Registrant/swag bags

- Coordinator(s): Celeste Floyd
- Outreach and request for donated bags (Smiths, etc): Celeste Floyd
- Assembly: ? See above - This can be done in conjunction with the t-shirt committee.
- Due by: ?
- Delivered to participants how? In class - send home with oldest student

When? By September 26th By whom? Volunteers that organize the t-shirts & race bibs will take and drop off in classes.

- Contents: T-shirt, bib and safety pins, race route, day of race instructions/agenda,
- Any other items we could include or have donated for bags?

## ANCILLARY ACTIVITIES

### 1. Food booths - Keep pricing to the nearest dollar.

- Coordinator(s):
- Items being sold:
  - K: candy
  - 1st: soda/water
  - 2nd: nachos
  - 3rd: pizza
  - 4th: pizza
  - 5th: cookies (check with Cutlers, Twisted Sugar, and Hug-Hess)
  - 6th: karaoke
- Spreadsheet/google doc to track costs/earnings:

### 2. Talent show - No talent show, karaoke. \$1 to participate in karaoke.

- Coordinator(s): Melissa Newman, Katee Stark - 6th grade will run this.
- Marketing:
  - Info sent out when/by who:
  - Participants need to respond with interest by:
    - Are there auditions or is anyone interested included?
- Stage:
  - Design:
  - Set-up:
  - Sound system:

- MC:

ANYTHING ELSE