

Hurricane Katrina Community Carnival

Saturday, October 8th, 2005

Tentative Event Plan

Activities Schedule:

8:15am – 8:30am	Volunteers to arrive (encouraged to wear Katrina t-shirts)
8:30am	Volunteer briefing
8:30am – 10am	Setup:
4:00pm	Event Conclusion
4:15pm - 5:00pm	Clean Up and Tare Down

Balloons

Set up in the HUB and distributed throughout the north quad.
30' arch to be delivered by Party Pleasers
Check volume of helium in tank

Food / refreshment

A Pepsi truck will be delivered to the north quad on Friday, October 7th and will be used at the carnival to serve iced refreshments.

Pepsi \$1.00
Gatorade \$1.50

A station will be setup for food sales. Food items will be setup / served by Sodexo and will include:

- Hamburgers and Veggie Burgers \$3.50
- Chips \$1.00
- Corndog \$1.00
- Hot dogs \$3.00
- Nachos and Cheese \$2.50

All food items will be purchased using the ticket system.

Entertainment:

B95-1 Radio Station
Bands
High School Band
Jollie Jumps
Games

Porter Potties:

4 Portable Restrooms

Ice:

Barrels will be provided in the Pepsi truck and ice will be obtained from Sodexo.

Tables / Chairs

Additional tables and chairs will be delivered on 10/7/05 by Party Pleasers.

Electric Cart:

Arrangements will be made for use of an electric cart on the day of the event.

Directional Signs:

Directional signs will be printed by Student Government and provided to Ray Porras by 10/4/05.

Street signs will be posted in community surface streets beginning 9/30/05

Event Signs and Banners:

Signs and Banners to be displayed at the event. Booth signs are to be provided by each booth leader.

Party Pleasers will be providing a banner to hang at the event.

CSUCI Katrina Relief banner to be hang

Parking:

The lots closest to the North Quad will be reserved for attendees.

Buena High School will have a bus that will need parking close to the Hub.

Bands will be arriving and will need to access the north quad during the event in order to bring their equipment to the stage throughout the day.

T-Shirts:

These will be available for purchase at a cost of \$8 each.

Volunteers are encouraged to wear Katrina t-shirts.

First Aid Station:

Campus Police will set up a first aid station. 1 table and 2 chairs will be provided.

Securing Funds:

Campus Police will arrange to collect and secure funds throughout the event.

Volunteers:

Lisa Mancini (Volunteer Coordinator)

Email: lisa.mancini@csuci.edu

Volunteers will need to check in 8:30am at the Hub for a briefing of the day's tasks, unless specifically scheduled to arrive later to relieve an earlier volunteer.

Volunteers will receive badges from Lisa Mancini.

Decorations:

Balloons

Signs

Booth decorations – provided by leaders

Balloon arch donated by Party Pleasers

Number of Volunteers Needed:

Friday 10/7/05 5pm-7pm	-	setup of tables, chairs and Easy Ups (5-10)
	-	Popcorn machine / cotton candy machines to be brought to the north quad

Early morning 10/8/05 setup of tables and chairs (5-10)

Early morning 10/8/05 move items from the Hub to the north quad (2-4)

Early morning 10/8/05 decorations / posting signs (2)

Ticket Sales / Registration (6-8)

Nancy Hill ext. 3281 (Supervise Ticket sales – call 10/4)

Parking / Traffic

Directing Traffic - 3

Booths (10-15)

Jolly Jump - 2

Wacky Candid's (picture booth) - 2

Food Service (4)

Drinks (3)

Popcorn – (2)

Cotton Candy (2)

T-shirt sales – (2)

Information – (1)

Donations – (2)

Rummage Sale

Mary Rockenstein
484-2205

Judy Lucas

Please provide your cell phone numbers for us to be able to contact you in case of an emergency on the day of the event.

Elisabeth Freeman
805 889-9326 cell