

# EVENT SUMMARY REPORT

**Committee Name:** Trunk or Treat

**Function of the Committee:** This committee organizes and executes a school wide social event celebrating Halloween by providing a safe contained environment for the kids to trick or treat. This event is considered a community building event and is not a fundraiser.

**Committee Chairperson:** Korie Caruso

**Committee Members:** Korie Caruso, Jessica Flores, Deandra Cordani, Nora Sordillo, Liz Silver, Jessica Grobe, Karyn Aptekar

**Meeting Dates:** October 17<sup>th</sup>, 2017 8:00pm, Korie Caruso's house

## **Action Items Completed:**

The trunk or treat was a successful event. The weather was mild and accommodating which led to a higher attendance than expected. The adult PTO sponsored coffee table was a huge hit!!

Karyn Aptekar was kind enough to make a huge sign to hold while directing traffic to the rear of the church parking lot. I think it helped a ton! This year instead of having one person man the parking lot for an hour, we divided the shift (from 5pm-6pm) into 6 ten minute shifts. It worked well.

There were many candy donations made. We had a huge box full.

There were a few behind the scenes glitches:

- The school doors were locked and there were several children that needed to use the restroom. I sent them next door to the church, but this was not an ideal

situation. At the end of the evening, I finally got janitorial staff to open the door for me to put the witch back in the basement.

- It was pitch black dark by 6:30.
- Most of the kids made 4-6 rounds.
- We ran out of candy!
- Janitorial staff did not leave out cones or the speaker system as requested on the facility use form. No one reached out to me to confirm that the form was received and approved. I luckily found some small multi use cones in the cafeteria and we skipped the music.
- The parking lot is quite littered at the end of the evening. I went through and tried to pick up larger pieces of trash.
- Before the evening was over, one car in particular decided to depart early. This led to an unsafe situation. They were in the center of the most crowded area, backing up and driving down the center.

Follow up thank you e-mails were sent to all of the committee members and volunteers that hosted trunks.

### **Budget Requirements:**

Candy- \$350

Coffee-\$80 (I think it was about 6 boxes from Dunkin Donuts)

**Action Items in Progress/Pending:** N/A

### **Questions for the Board Members:**

- Does the janitorial staff take care of cleaning up the parking lot after the event?
- Would it be possible to purchase items needed for this event so that the PTO always has them in the store room? Then no one would be dependent on

janitorial staff or chairpersons to provide. Requested items:

- 6' fold up table
- Reusable Halloween tablecloth
- 2 fold up chairs (I will donate one)
- 8-12 traffic cones (or the small cones like I found in the cafeteria)
- Large plastic bin/container where the candy donations would be put in the office.

### **Recommendations for Next Year:**

- Request that school doors be unlocked for restroom use and returning supplies to the basement at the end of the night.
- I would suggest changing the run time of the event from 5pm-6pm. This would reduce the number of rounds the kids are making and save on candy. It was pitch black at 6:30.
- We did not have Halloween music this year and it was not missed. I would skip it moving forward.
- If the PTO does not purchase the requested items above then we need to make sure to have traffic cones provided.
- For the blast next year, we should let parents know that if they volunteer to do a trunk they are not permitted to leave until the event is over for the safety of our children and adjust the time.
- A quick conversation with Dr. Oliver revealed that he would entertain the idea of a Halloween parade during school hours.

**Other Comments:** Thank you to Rachel Rosenblatt and Gayatri Joshi for setting up and running the coffee station! It was a hit! Another huge thank you to Sue Murphy for making a candy run during the middle of the event!

**Submitted By: Korie Caruso**