



PUMPKINFEST PLANNING BOOK

2022

FLYERS & COUNTDOWN



JOIN US FOR OUR BIGGEST ANNUAL CARNIVAL!!!

pumpkinfest

2022

AMUSEMENT — GAMES
FOOD — PRIZES
FAMILY FUN — AND MORE!!!



POSTPONED!!!
NOW SUNDAY OCT 30, 12-4PM
(rain or shine!!!)
WH LINCOLN SCHOOL
19 KENNARD RD. BROOKLINE

Countdown Slides for School TV Screen. Permission with Brian. Start 2 weeks before.

JOIN US FOR OUR BIGGEST ANNUAL CARNIVAL!!!

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FOOD — PRIZES
FAMILY FUN — AND MORE!!!



SUNDAY OCT 23, 12-4PM
rain date Oct 30!
WH LINCOLN SCHOOL
19 KENNARD RD. BROOKLINE

pumpkinfest how to help?

lincolnpumpkinfest@gmail.com

- 1 Donations**
Connect to room parent!
- 2 Help at an activity station**
- 3 Set-up and/or Clean-up**



pumpkinfest how to help?

lincolnpumpkinfest@gmail.com

Pumpkinfest is our largest annual Fundraising event that allow us to support our students and teachers, help to connect parents and bring our community together.
WE REALLY NEED YOUR HELP TO MAKE IT HAPPEN and we do appreciate any time you can give!

- Donations Before---**
 - Gift Baskets**: Artful Basket, Movie Night Basket, Candy Basket, Tea Basket, Fall Basket
 - Bring Sunday Aid to the Win a Car!**
 - Cakes**: Bring Sunday Aid to the Win a Car!
 - Baked Goods**: Bring Sunday Aid to the Harvest Table
 - Books (used or new)**: Give to the "Howler and Pringle" for \$10!
- Volunteering Day Of...**
 - Food**: Grill, Carnival Snacks, Harvest Table
 - Miscellaneous**: Set Up & Clean Up, Flexible Help, Ticket Sales, Money Counters
 - Activities**: Balloon Blast, Book Sale, Face Painting & Hair, Field Games, Inflatable, Photo Booth, Pumpkin Patch, Spinning Obstacle, Specialty Sprink, Wheel of Fortune, Win a Car!

Connect with Room Parent! **PLEASE Sign up on "Sign-up Genius"**

pumpkinfest volunteer

lincolnpumpkinfest@gmail.com

Pumpkinfest is the WH Lincoln School largest annual Fundraising event and we are looking for volunteers for **FACE PAINTING & NAILS PAINTING**

The event will happen on: **SUNDAY OCTOBER 23 12 till 4pm**

We really appreciate anytime you can give and the School can offer a certificate for volunteer hours.

We will have one hour sessions. Please send us an email with your availability and option:

FACE PAINTING
12-1pm / 1-2pm / 2-3pm / 3-4pm

NAILS PAINTING
12-1pm / 1-2pm / 2-3pm / 3-4pm



T-SHIRT DESIGN & PFEST



1. Design on Canvas at least 5-4 weeks prior an get board approval
2. Order from Airosport (two weeks to made it)
3. Sell it 2 weeks before Pfest at drop off and pick up time (Oct 13, 14, 20, 21)



T-SHIRT SELL @SCHOOL

Set Up Table at Drop Off and Pick Up Time



1. Sell shirts at school 2-3 weeks before the event, 2 times a weeks at drop off and pick up times.
2. Set up table, price display, cash box and Venmo code.

SIGNAGE, CANVAS & WALGREENS WINDOW

Install 2-3 weeks before & remove after event

CANVAS (4 units)



Brookline Playgroung



Emerson Playgroung



Cypress Playgroung

CANVAS : to place at local Parks and Lincoln.

High school field fence at Cypress, Emerson park fence, Brookline Playground and Lincoln Wall.

WALGREENS WINDOW:

1. Contact Walgreens Windows Permission and date.
2. Contact Art Teacher Basha to build the pumpkin project with the kids
3. Organize the project and install at Walgreens Window on Oct 17
4. Remove on Oct 23. Now on 31.
5. Ask Extension for Postponed Event.

YARD SIGNS: to place at parks schools, soccer fields and neighborhood.

- Schools: Pierce, Lawrence, Lincoln, Runkle x 2, Heath, Baker x 2, Driscoll - front FRR - back near playground/soccer field
- Parks: Clark x 2, Emerson
- Soccer Fields: Soule, Skyline, Fisher Hill, Dean Park/Waldstein Playground
- General: Mobil station, Fisher Hill, Rt 9 at Reservoir

WALGREENS WINDOW



YARD SIGNS (around 40 units)



DONATIONS FROM PARENTS

Wheel Bags, Cakes, Baked Goods, Small Prizes & Books

ROOM PARENT SPREADSHEET: <https://docs.google.com/spreadsheets/d/1RlnxxdW8iEtR6IXFLrajqZyuonXfRHfL76aqlLDc5M/edit#gid=0>

Dear K-5 [insert your grade] families,

We're so excited to celebrate Pumpkinfest together on **Sunday, October 23 from 12 - 4pm!!!** See SignUp Genius links below to help set up, clean up, or run games or tables at the event.

This year the PTO is asking **each class to provide the following.**

- **3 cakes** for Win a Cake! (store bought or homemade and boxed or covered)
- **3 baked goods*** for Harvest Table (store bought or homemade, individually wrapped)
- **5 gift bags with themed prizes**** for Wheel of Fortune
- **1 bag of 25 small prizes***** for Field Games, Balloon Blast, etc.

Please let me know what you bring so I can keep track! Reach out with questions and I'll do my best to answer them.

Thanks so much!

THE DETAILS

Sign up to help!

[50/50 Raffle seller](#), [Balloon blast](#), [Book sale](#), [Carnival snacks](#), [Clean up](#), [Event photographer](#), [Face painting](#), [Field games](#), [Flexible help](#), [Friday set-up](#), [Gear sales](#), [Grill food cashier](#), [Grill Help](#), [Harvest table](#), [Money counters](#), [Photo booth](#), [Pumpkin patch](#), [Spooky space](#), [Sunday setup](#), [Ticket sales](#), [Wheel of fortune](#), [Win a Cake!](#)

Drop off your items at the associated event table (Win a Cake! Harvest table, Wheel of fortune) at the event. If you can't do a drop-off at Pumpkinfest but want to help, let me know and I can get your items there. ***Baked goods for Harvest Table:** Think bake sale. A batch of delicious cookies, a favorite pumpkin bread, etc. -- **individually wrapped.**

****Gift bags for Wheel of Fortune:** These are prizes for kids who spin the wheel and win. Contents are typically a theme of your choosing: movie night, sports play, game night, art supplies, baking kit, kids spa, outdoor play kit. Please pack the gift bags into **paper or reusable gift bags or grocery bags.** =

*****Small prizes for field games:** Small items like keychains, pins, stampers, erasers, rings, fidget toys, or other Halloween-themed mini prizes will be used for activities like Field Games, Balloon Blast, and others to ensure all the kids go home with *something*. Try searching Amazon (or Dollar Tree, Party City, or Target) for "halloween gift bag stuffers."

Book donations are being collected prior to the event by Ms. Abner at the

school entrance. Last book donations on **Friday, Oct 21.**

DIFFERENT QUANTITIES FOR MIDDLE SCHOOL

Dear Middle School [insert your grade] families,

This year the PTO is asking **each grade year to provide the following.**

- **9 cakes** for Win a Cake! (store bought or homemade and boxed or covered)
- **9 baked goods*** for Harvest Table (store bought or homemade, individually wrapped)
- **15 gift bags with themed prizes**** for Wheel of Fortune
- **3 bags of 25 small prizes***** for Field Games, Balloon Blast, etc.

Please let me know what you bring so I can keep track! Reach out with questions and I'll do my best to answer them.

Thanks so much!

2023: Box for Prizes to be dropped off until Friday before the event (same as Books).

Follow up with number of bags and Cakes in advance to make sure we have enough

VOLUNTEER COORDINATION

VOLUNTEER SPREADSHEET: <https://docs.google.com/spreadsheets/d/1A9ToPBEa3ndzcHQzRmFH7DSfnrvvBrnneuDinGpc5w/edit#gid=0>

- Update Sign Up Genius Page and create links
- Email that goes out in LL, Brian and through Eileen Jennings
- Download all sign ups into a spreadsheet for day of
- Send out email to all volunteers prior to event giving them logistics
- Welcome volunteers, check them in, directions to their post
- Make volunteer name tags
- Prepare Water and Food for volunteers (Friday, Sunday Set up and Clean up)
- Round Pfest to check in to see what volunteers need
- Thank you email to all volunteers after Pfest

Spreadsheet Day of Volunteers

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
1	Volunteer Check In	Chantal Brown		Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown	Eileen Brown
2	Refreshment Booth	Jeremy Bradford		Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford	Jeremy Bradford
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SPONSORS 2022

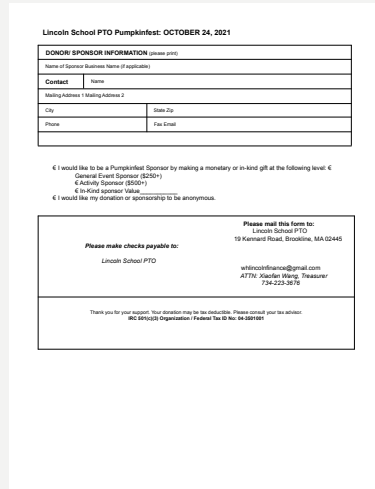
pumpkinfest
SPONSORS

Thank you!

pumpkinfest
SPONSORS

Thank you
Japanese
Community!

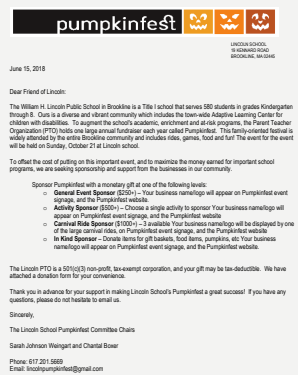
SPONSOR LETTER AND EMAIL



Hello!
 I am writing to you on behalf of W. H. Lincoln School PTO.
 On **Sunday, October 30, 2022**, we are hosting our **Annual Pumpkinfest**, a family-oriented festival that is widely attended by the entire Brookline community, with games, multi-cultural foods and fun. All proceeds from this event go directly to supporting the children and teachers of the Lincoln Community through the William H Lincoln PTO, a registered 501(c) Charitable. Please see the attached letter for more details.

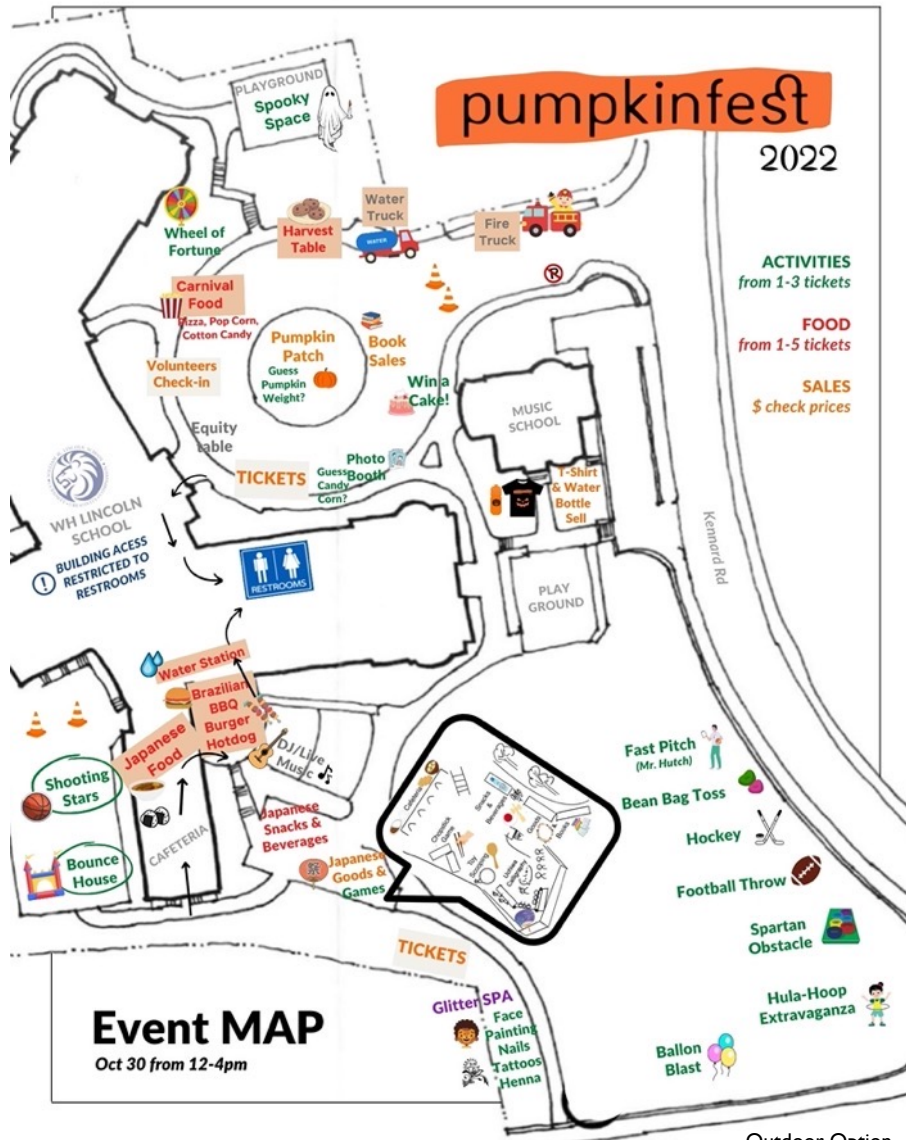
In order to raise this money, **we are asking our local businesses to help us by donating money, products, services, food, or gift cards for the event.** In exchange for your donation, we will promote your business name and logo on select event signage, our Social Media channels and our monthly newsletter.

Please let me know if you have any questions. We look forward to hearing from you.
 Gizem Acarlar Bayram
 W. H. Lincoln School PTO



William H. Lincoln School PTO Tax Exempt ID # 04-3501001

EVENT MAP & ACTIVITY PRICE LIST



Indoor Option

2023: Start the Plan with Indoor and Outdoor Option. Need to cover Gym Floor if Indoor.



TICKET PRICING

ACTIVITIES

Wheel of Fortune.....2 Tickets	Glitter Spa1,2,3 Tickets
Win a Cake!.....2 Tickets	Gym Games.....1 Ticket
Spooky Space.....3 Tickets	Field Games.....1 Ticket
Photo Booth.....1 Ticket	Ballon Blast.....2 Tickets
How Many Candy?.....1 Ticket	Spartan Obstacle.....2 Tickets
Guess Pumpkin Weight...1 Ticket	Hula Hoop.....2 Tickets
Decorate your Pumpkin.....\$5	Bounce House.....2 Tickets
Equity PAC Table.....Free	Shooting Stars.....2 Tickets

FOOD & DRINKS

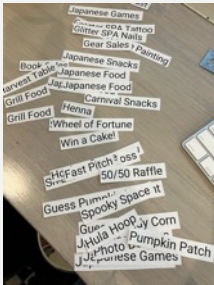
• Cheeseburger\$5	• Chicken Curry Rice.....\$5
• Hot Dog.....\$3	• Veggie Curry Rice.....\$5
• Veggie Burger.....\$5	• Rice Ball.....\$1
• Brazilian BBQ Meat Stick...\$4	• Miso Soup.....\$2
• BR BBQ Chicken Bacon.....\$4	• Pop Corn.....\$2
• BR BBQ Sausage.....\$3	• Cotton Candy.....\$2
• Cheese Stick.....\$3	• Pizza Slice.....\$3
• Coffee.....\$1	• Apple Cider.....\$1



Outdoor Option

LOGISTIC AND INVENTORY

1. Coordinate Tables (Long, Squares, Small, Round) and Tablecloth
2. Chairs, Music Stands
3. Power outlets (Amusement, Music/DJ), Carnival Snacks, Spooky Space
4. Distribute Displays, Signs, Flyers
5. Wrap and Label all Ticket Box (1 per activity)
6. Coordinate Prizes before the event and prepare Prizes Basket in advance.

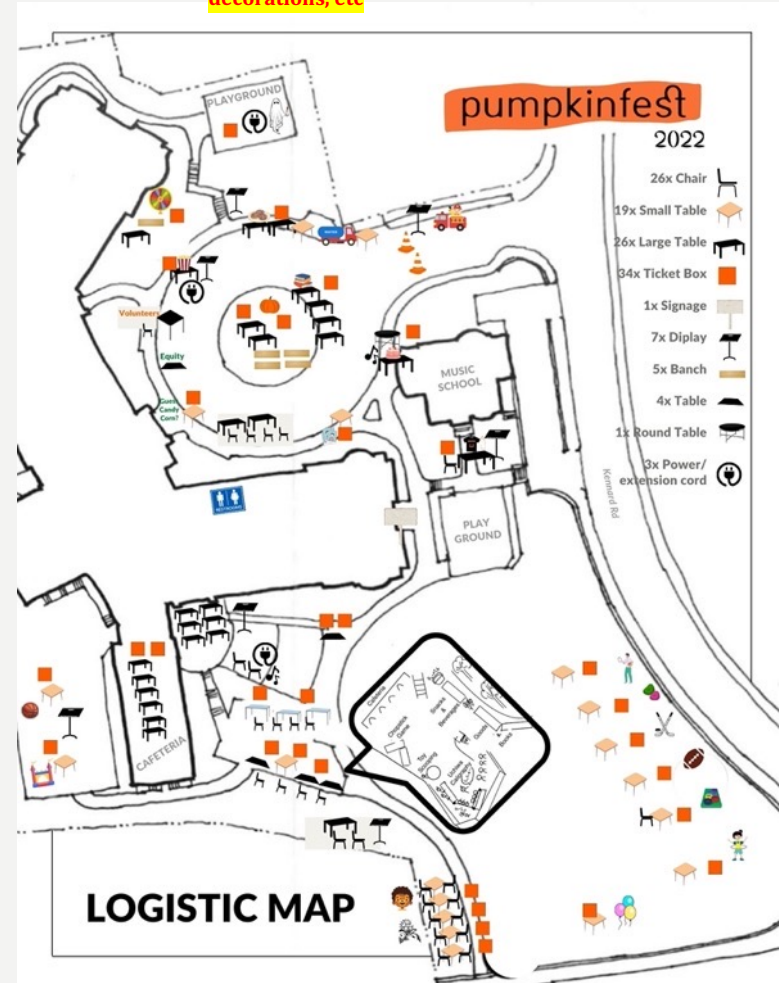


2023: Need 1 Lead for Logistics. Lead to go around the Day to check powers, prizes, tables, etc..

Count Tables and Label before event to make sure they go to the right spot.

Add Ticket Box 1 per Activity: Pizza, Candy Corn, Pop Corn, Water Bottle, Shirts.

Engage Kids and set an activity day to wrap boxes, plan decorations, etc



SET UP & CLEAN UP

Pumpkinfest Friday Set Up

- Hang activity signs on walls to designate a location for each activities supplies
- Bring up all tables from the basement and label where they came from if not PTO
- Bring up all other supplies and organize by activity
- Distribute chairs
- Distribute table coverings
- Get small mirror for tattoos
- Assemble signs in the standing frames
- Wrap ticket boxes with orange paper and glue labels
- Distribute ticket boxes
- Organize signage and ladders for Sunday morning
- Put extension cords in appropriate rooms
- Clean popcorn machine and test
- Help Deb with books, if needed
- Cover Gym Floor (if event is Indoor)
- Install Flyers (if event is Indoor)

Pumpkinfest Set Up – Sunday

- Hockey equipment from Ames (goal, ice, sticks, pucks)
- Pull out all activities to set up (tables, bins, tablecloths)
- Distribute sanitizer to activities
- Run extension cords
- Hang/post all signage
- Begin popping popcorn
- Fill water balloons, transport to Balloons Blast
- Inflate balloons – distribute to activity tables
- Put out the barriers so no cars can park in circle
- Block off the hallways
- Set up all ipads/phones for square
- Distribute tickets
- Pick up coffee from Starbucks (with creamer or milk), Dolma and Rifrullo Donations
- Wheel – number all bags

Pumpkinfest Clean Up – Sunday

- Organize Basement
- Inventory
- Collect all Signage and Canvas around Neighborhood

SET UP & CLEAN UP

2023: Label each Table on Friday: where they come from and where they go



SUPPLY LIST

SUPPLY SPREADSHEET: <https://docs.google.com/spreadsheets/d/1A9ToPBEa3ndzcHQzRmFH7DSfnrvvBrrneeuDinGpc5w/edit#gid=0>

**Pumpkinfest 2021
Friday Set Up: Supplies**

ACTIVITY	# TABLES	# TABLECLOTHS	OTHER SUPPLIES NEEDED
50/50 Raffle	0 - Roaming	0	Ticket Jar Cash box/Apron Square
Balloon Blast	1 Small	1	Water balloons (1000) Buckets for water balloons Launcher Target tarps Wrench for hose Prize bucket with prizes
Book Fair	6 large table. 1 Small	2	Books Book carts (basement) Cash boxes Square Paper bags to carry books home
Cake Walk	1 large table to hold cakes. 1 round table in middle	4	Laminated Numbers Music System/Speaker Cake Covers (for transporting home)
Chess	1 large table	2	Chess sets Chairs or Benches for players to sit
Count the Candy Corn	0 - on merch table		Jar Candy Corns
DJ	1 4ft table	1	Extension cords

Field Games (combined with Gym Games)	1 small	1	2 large cutout throw boards. Small soccer goal Speed gun (Rob Hutchinson brings) Chalk Board in the basement Goals from gym Bean bag toss Basketball Net Balls 10 cones Prize bucket with prizes
High Striker	1 small	1	High striker Mallet Prize bucket with prizes
Japanese Crafts/Books	2 large	4	6 chairs all items provided by Japanese families
Merch Sales	2 large	2	Merch (tshirts, water bottles, masks) Cash boxes Square
Money Counting	0 (all in main office)	0	
Ninja Warrior (Viking)	1 small	1	Prize bucket with prizes all provided by Viking
Photo Booth		0	0 Photo props/backdrop

Pumpkin Patch	2 large	4	Pumpkins (large and small). Craft supplies to decorate. Benches (by the auditorium). Large Guess a Weight Pumpkin from Allendale Plastic Pumpkin Guess the Weight slips Pens
Spooky Walk	1 small table 2 large	7	Decorations tarps lights
Tattoos	1 small	1	Tattoos Water Sponges Small Mirror 2 chairs
Ticket Sales	2 - large	4	Tickets (wrapped in bunches of 10 tickets) 4 Cash boxes 4 Squares 8 chairs Event maps Price List
Touch A Truck	1 small	1	
Volunteer Check-in	1 small	1	Volunteer chart Orange leis Name tags Water bottles Markers Chair

Wheel of Fortune	1 large 1 small	3	Gift bags Wheel Number Mat Callers Vest Orange bag of supplies Canvas sign
Food Stations (Mike Letterman)	3 large 2 small	0.	
Harvest Table	2 long tables 1 square table	4	Decorations Cups Napkins Small plates Gloves Paper towels
Carnival Snacks (Yotel)			Gloves Napkins Paper towels Grill Popcorn machine Popcorn bags
Japanese Foods	1 long tables	4	Gloves Napkins Paper towels 2 white boards [100] paper lunch bags [100] paper plates
TOTALS	26 large tables 14 small square tables 1 round table 1 4 ft table	50 Tablecloths	4 Prize buckets with prizes

TIMELINE WEEK BY WEEK

+6 weeks

- Choose date and Rain Day
- Recruit Committees Leads
- Building Permit (indoor/outdoor), include rain date
- Custodians
- Food Health Permit
- Water Truck, Fire Truck
- Update Canvas, Signage, Walgreens Window
- Design T-Shirts (organize a concurs for the kids to design) and Order at AironSports
- Sponsorship reach out
- Request Allandale to donate Guess the Weight

5 weeks

- Supplies: Inventory Basement, Identify which supplies need to be ordered
- Pumpkin Order
- Amusement (Inflatable)

4 weeks

- Confirm Food Plan
- Confirm Japanese food plan
- Create and Start to Work on all Canvas flyers
- Activities to confirm (Grill Leader, Mr.

Hutch, Deb Abner, DJ, Chess, Spooky, Harvest, Wheel of Fortune, Glitter SPA...)

3 weeks

- Carnival Snacks Order (Pop Corn, Cotton Candy, Pizza)
- Put out Pfest signage around the neighborhood
- Start Sell T-Shirts
- Room Parents send E-mail for donations
- Contact all PTO contacts at other schools to post in their newsletter
- Sign up Genius sign ups sent out
- Tickets bundled
- Confirm all ticket prices/food prices
- Confirm all ticket sales needs – cash boxes, who getting cash, squares, ipads (Treasurer)

2 weeks

- Countdown at School TV Screen at the hallway
- Finalize sponsorships/pick up checks/gift cards Request Starbucks to donate coffee
- Request gift cards from

supermarkets (TJs, Wegmans, Stop n Shop, Star Market, Whole Foods)

- Print all Flyers at BHS: Activities, Sponsorship, Directions, Restrooms, Price List, etc
- Sign up Genius sign ups sent out
- Clean popcorn machine
- Check Extension Cords
- Provide Hockey Ice and buckets
- Pick up pumpkins (delivered if from Mike on Saturday)
- Wrap Ticket Boxes
- Finalize Event Map
- Update All flyers

1 week

- Pick up all food needed, apple cider
- Create and print packet to go home with all K-5: map, welcome letter, sponsors, event list, donation needs– distribute to teachers on Wednesday night
- Sell tickets
- Send another E-mail Room Parents to reminder and confirm Donations
- Collect Prizes
- Donations in a Box at

School Office

- Ask Brian to send E-mail

Friday Set Up

- Bring up all tables and label
- Bring up all other supplies and organize by activity
- Organize signage, ladders
- Print Volunteers Spreadsheet

Pumpkinfest SUNDAY

- Pick up coffee and Milk, Food Donations, Propane
- Set up starts at 9am

Week After

- Collect all Signage, Canvas and Walgreens Window
- Count Ticket Boxes
- Update Bugdet
- Thank you Letter (Sponsors, Volunteers and Community)



DAY OF ACTIVITIES

PUMPKINFEST



PUMPKINFEST OVERVIEW

DAY OF FLYERS



JOIN US FOR OUR BIGGEST ANNUAL CARNIVAL!

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AMUSEMENT GAMES
FOOD PRIZES
FAMILY FUN AND MORE!!!

SUNDAY OCT 23, 12-4PM

WH LINCOLN PTO
10 BROADWAY RD. WINDSORLEIGH

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FOOD PRIZES
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POSTPONED!
NOW SUNDAY OCT 30, 12-4PM
(rain or shine!!!)

WH LINCOLN PTO
10 BROADWAY RD. WINDSORLEIGH

pumpkinfest!

Event MAP

pumpkinfest SPONSORS

ALIBEEY ONCE AGAIN

Thank you!

pumpkinfest SPONSORS

Thank you!

HOW MANY CANDY CORN?

1 Ticket

HOW TO PLAY CANDY CORNS

- Write on the back of your name tag
- Write your name
- Place 2 candy corns on the back
- We will find you at the end of the event and give you the candy corns!

RAFFLE 50/50

\$5

PAY WITH VENMO

WILLIAM LINCOLN PTO

WH LINCOLN PTO FOLLOW US

PUMPKIN PATCH

\$5 Decorate your Pumpkin!

See Sig

GUESS PUMPKIN WEIGHT

1 Ticket

PUMPKIN WEIGHT

with the and a gift card!

lbs

SPOOKY SPACE

3 Tickets

SPOOKY SPACE

WHEEL OF FORTUNE

2 Tickets

WIN A CAKE!

2 Tickets

HARVEST TABLE

\$1 Coffee Order for better grub!

BOOK SALE

Suggested Donation

PHOTO BOOTH

1 Ticket

T-SHIRT pumpkinfest

\$10

T-SHIRT pumpkinfest VINTAGE

\$5

WATER BOTTLE

2 Tickets

CARNIVAL SNACKS

Pop Corn...\$2
Cotton Candy...\$2
Pizza Slice...\$3

PIZZA SLICE

3 Tickets

FILL YOUR WATER BOTTLE

→

TICKET TABLE

\$1 = 1 Ticket
\$10 = 1 Bundle

WELCOME! TO pumpkinfest

VOLUNTEER SIGN IN

Thank you!

RESTROOM

←

HARVEST TABLE

- CARNIVAL SNACKS
- BOOK SALES
- EQUITY TABLE
- PHOTO BOOTH

→

SPOOKY SPACE

- VOLUNTEER SIGN IN
- WHEEL OF FORTUNE
- PUMPKIN PATCH
- WIN A CAKE!

→

TICKETS

← →

GAMES

- BALLON BLAST
- OBSTACLE COURSES
- FIELD & GYM GAMES
- SHOOTING STARS
- BOUNCE HOUSE

←

FOOD

- BBQ GRILL & BURGER
- JAPANESE FOOD & SNACKS
- GAMES & GOODS
- FILL YOUR WATER BOTTLE
- GLITTER SPA

←

JAPANESE FOOD

Chicken Curry Rice \$5
"Kagari Curry Rice \$5
"Kara Baki \$4
"Sweet Sauce (Udon Sogunji Tofu Frybread) \$5
"New Style Fried Chicken \$4
"Miso Soup \$2

JAPANESE SNACKS & BEVERAGES

from 1 Ticket

JAPANESE GOODS & BOOKS

from 1 Ticket

CANDY LEI NECKLACE

3 Tickets

UCHIWA CALLIGRAPHY

3 Tickets

TOY & ORIGAMI SCOOPIING

2 Tickets

CHOPSTICK GAME

1 Ticket

GLITTER SPA

Face Painting... 2 tickets
Nails... 2 tickets
Tattoo... 1 ticket

GRILL MEALS

Small... 1 ticket
Medium... 2 tickets

HENNA TATTOO

Small... 1 ticket
Medium... 2 tickets

3, 2, 1!!! pumpkinfest

Activities and ticket information.

TICKET PRICING

ACTIVITIES

1. Pumpkin Patch	2. Wheel of Fortune	3. Harvest Table	4. Photo Booth
5. Book Sale	6. Japanese Food	7. Japanese Snacks	8. Japanese Goods
9. Candy Lei	10. Uchiwa Calligraphy	11. Toy & Origami	12. Chopstick Game
13. Glitter Spa	14. Grill Meals	15. Henna Tattoo	16. Fast Pitch
17. Bean Bag Toss	18. Hockey Game	19. Balloon Blast	20. Football Throw
21. Spartan Obstacle	22. Hula-Hoop	23. Bounce House	24. Shooting Stars
25. Building Access	26. Restricted Restrooms	27. Water Bottle	28. Carnival Snacks
29. Pizza Slice	30. T-Shirt	31. T-Shirt Vintage	32. Ticket Table

FOOD & DRINKS

1. BBQ Grill & Burger	2. Japanese Food & Snacks	3. Japanese Snacks & Beverages	4. Grill Meals
5. Candy Lei	6. Uchiwa Calligraphy	7. Toy & Origami	8. Chopstick Game
9. Glitter Spa	10. Henna Tattoo	11. Fast Pitch	12. Bean Bag Toss
13. Hockey Game	14. Balloon Blast	15. Football Throw	16. Spartan Obstacle
17. Hula-Hoop	18. Bounce House	19. Shooting Stars	20. Building Access
21. Restricted Restrooms	22. Water Bottle	23. Carnival Snacks	24. Pizza Slice
25. T-Shirt	26. T-Shirt Vintage	27. Ticket Table	28. Pumpkin Patch
29. Wheel of Fortune	30. Harvest Table	31. Photo Booth	32. Book Sale

pumpkinfest welcome reminders

- Please bring your donations to the table on Sunday a.m.
- Still in time to help at an activity station. Set up or Clean up! Sign up Online!
- Set up and/or Clean up!

pumpkinfest how to help?

- Donations: Connect to non parent!
- Help at an activity station
- Set up and/or Clean up!

pumpkinfest how to help?

PLEASE Sign up on Signpost Station!

FAST PITCH

1 Ticket

BEAN BAG TOSS

1 Ticket

HOCKEY GAME

1 Ticket

BALLOON BLAST

2 Tickets per 3 balloons

FOOTBALL THROW

1 Ticket

SPARTAN OBSTACLE

2 Tickets

HULA-HOOP EXTRAVAGANZA

2 Tickets

BOUNCE HOUSE

2 Tickets

SHOOTING STARS

2 Tickets

BUILDING ACCESS RESTRICTED TO RESTROOMS

FOOD GRILL

2023: Rename Meat Stick: Beef Stick, Kebab?
Include Beverages Sells?
Reduce Quantity of Supplies

FOOD SPREADSHEET:

<https://docs.google.com/spreadsheets/d/1VKhytZnuk36C43F0hWBTAfHKWc6m8iruledit?usp=sharing&oid=100906068797392145840&rtbpf=true&sd=true>

Buy Food at Restaurant Depot
 3 tanks of Propane to refill (@ Mimi's house)

Remaining:

Grill:

Saturday order Instacart - donated to Food Pantry

15 lettuce (remain 11)

29 bread (remain 16)

25 pack os Chips (32oz) (remain 6)

Restaurant Depot – sent it back

2 pack hamburger (returned)

2 pack veggie burger (returned)

Around 15 bread

Espetinhos remaining:

15 chicken

40 sausage

Cheese (returned)

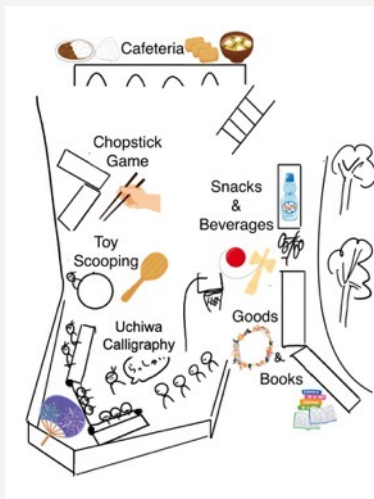


JAPANESE COMMITTEE

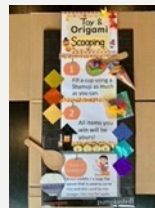
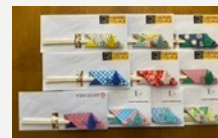


Thank you to our sponsors

Rice Ball 1 Ticket \$ 1.00	Rice Ball 1 Ticket \$ 1.00	Kanapa 1 Ticket \$ 4.00	Hotaru Tama 1 Ticket \$ 4.00
Kanapa 1 Ticket \$ 4.00	Chicken Curry 1 Ticket \$ 4.00	Vegetarian Curry 1 Ticket \$ 4.00	Miso Soup 1 Ticket \$ 0.50
Muffins 3 Tickets	Matcha Chiffon Cake 3 Tickets	Matcha-chopped Bread 3 Tickets	Japanese Almond Bread 4 Tickets
Matcha Chiffon Cake 3 Tickets	Matcha Cookies 3 Tickets	Matcha Macarons 3 Tickets	Chocolate chip Brown Bread 2 Tickets
Opawa Coffee 1 Ticket \$ 1.00	Tiramisu & French Macaron 2 Tickets	Matcha Mochi 2 Tickets	Hot Chocolate 3 Tickets
Ice Pops 3 Tickets	Banana Drink 3 Tickets	CALPICO 3 Tickets	



\$20 GIR Card SANTOUKA 18 Tickets \$ 18.00	\$30 GIR Card BOSSO 27 Tickets \$ 27.00	\$30 GIR Card SHIKI 27 Tickets \$ 27.00	\$15 GIR Card GANKO 14 Tickets \$ 14.00
\$20 GIR Card TSURUMEN 18 Tickets \$ 18.00	\$25 GIR Card MIGAKU 22 Tickets \$ 22.00	\$25 GIR Card SAPPORO RAMEN 22 Tickets \$ 22.00	Drip AKI Coffee 10pc 12 Tickets \$ 12.00

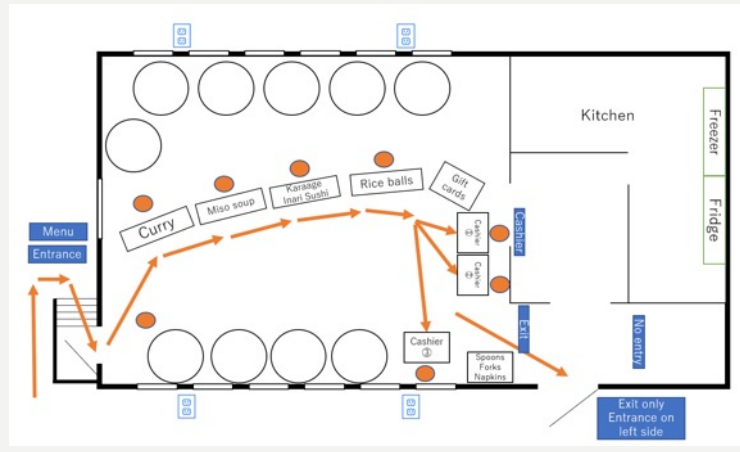


JAPANESE FOOD @CAFETERIA

JAPANESE FOOD

- Chicken Curry Rice \$5
- Veggie Curry Rice \$5
- Rice Ball \$1
- Inari Sushi (Rice Stuffed Tofu Pockets) \$3
- Kara Age (Fried Chicken) \$4
- Miso Soup \$2

VENMO @LINCOLNPTO CASH TICKETS



JAPANESE GAMES, GOODS, BOOKS & SNACKS

TOY & ORIGAMI
SCOOPING

2
Tickets

CANDY LEI
NECKLACE

3
Tickets

CHOPSTICK
GAME

1
Ticket

UCHIWA
CALLIGRAPHY

3
Tickets

JAPANESE
GOODS & BOOKS

From
1
Ticket
See sticker prices

JAPANESE
SNACKS &
BEVERAGES

From
1
Ticket
See sticker prices

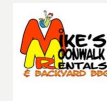


AMUSEMENT (INFLATABLES)

Mimi

Mike's Moonwalk Amusements: rain date following Sunday on the 30th
 Each unit has its own air blower that is 7 amps. It would be best to run extension cords into 2 different outlets.
 The power source should not be more than 100 feet from the inflatables.
 The bounce house should have no more than 8 kids at a time, about 3 min each round .
 The Shooting stars they just stand outside of it.
 Check insurance Liability

2023: Bounce House yes but no Basketball. Maybe another inflatable? Make sure Volunteers know how to work there.



INVOICE

Mike's Moonwalk Rentals & Backyard BBQ
 144 Shrewsbury Street
 Boylston, Massachusetts 01505
 United States
 (800) 796-1001
 mikesmoonwalkrentals.com

BILL TO
 WH Lincoln School
 Mimi Wankenne
 19 Kennard Road
 Brookline, Massachusetts 02445
 United States
 760 212 5692
 info@mimiwankenne.com

Invoice Number: 5099
 P.O./S.O. Number: Sunday, October 23, 2022
 Invoice Date: October 3, 2022
 Payment Due: October 27, 2022
 Amount Due (USD): **\$750.00**

[Pay Securely Online](#)

Items	Quantity	Price	Amount
Shooting Stars Inflatable Basketball Shoot On Pavement/ Includes tarp & Sandbags to anchor	1	\$375.00	\$375.00
15 by 15 Zombie Town Bounce House Possibly on grass but we will have sandbags for pavement if need be.	1	\$375.00	\$375.00
This includes all delivery, set up , breakdown , & Removal	1	\$0.00	\$0.00
If You would like to add a 40 Ft Obstacle Course just add \$498	1	\$0.00	\$0.00
Total:			\$750.00
Amount Due (USD):			\$750.00

Pay Securely Online

link.waveapps.com/vb23e3m-2q844

Notes / Terms
 EVENT DATE: Sunday, October 23, 2022
 Time : 12-4pm

FIELD GAMES

Fast Pitch, Bean Bag Toss, Football Throw, Hockey, Balloon Blast

2023: to do a quick PFEST video with all Games on Youtube for volunteers

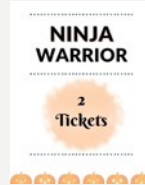
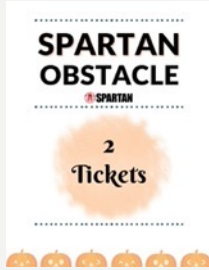
FAST PITCH (Mr. Hutch) 1 Ticket	BEAN BAG TOSS 1 Ticket	HOCKEY GAME 1 Ticket	FOOTBALL THROW 1 Ticket	BALLOON BLAST 2 Tickets per 3 balloons
--	----------------------------------	--------------------------------	-----------------------------------	--



1. Bean Toss: find 3 Toss on basement
2. Hockey Game: Borrow 10 pucks
3. Football: Borrow Balls
4. Balloon Blast: Buy Easy fill

GYM GAMES BY SPONSORS

Spartan Obstacle, Hula Hoop

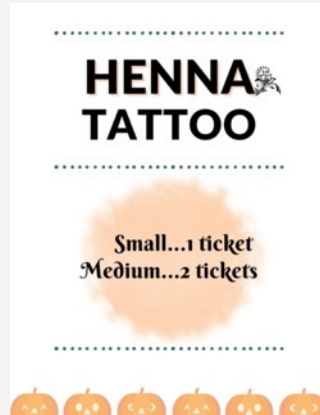
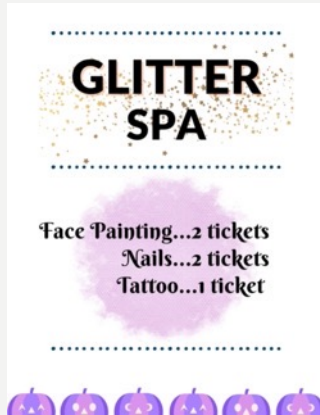


GLITTER SPA

Face Painting, Nails, Tattoo & Henna

2023: Have a Lead to check Inventory and Set Up

- I. Check Supplies: Face Painting, Nail Polish, Remover, Cotton, Water and Sponge for Tattoo, Tattoos, Mirrors.



LIVE MUSIC & DJ

Mimi, Guillermo & Stephen

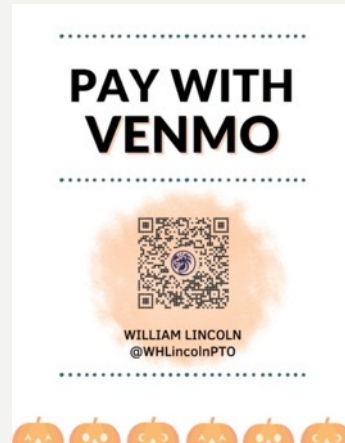


TICKETS/ MONEY

1. We got 3 Tables for the Event
2. Money Box
3. Buy Rolls of tickets
4. Get Changes for each money box
5. Set up Squares, iPad, iPhones...

2023: have a Committee with someone responsible for ticket counting after event, wrap and prepare ticket boxes and label, set up tables on Day Of

2023: Need a second Lead to Count Tickets and plan Ticket Boxes



HOW MANY CANDY CORN?

1. Buy Jar of Candy Corn and Candies



PUMPKIN PATCH

Anna Jouster

1. Buy or Sponsor for Giant Pumpkin for Guess How many weight? And ask J.P. Licks to Sponsor a Gift Card to give for the winner.
2. Buy or Sponsor for Big Pumpkins (80) to sell for \$10
3. Buy or Sponsor for Mini Pumpkins for kids to decorate for \$5.
4. Buy and arrange decoration supplies for Mini Pumpkin

2023: Start to plan early to get Pumpkins. Guess Pumpkin Weight (either promote more or not to do it if we won't have a donation because is negative income)



CARNIVAL SNACKS

Pop Corn, Cotton Candy, Pizza (Aya)

◆ Pizza ◆

A lot of people didn't realize that pizza was selling with carnival snack.

Maybe it's better to change place.

No line. 1 person was enough.

Plates didn't come with pizza, need to arrange plates.

20 Pizzas delivered 10 each time at 12pm and 1pm.

Pizza SPA 25% discount.

6 vegetarian, 6 peperoni, 8 cheese.

2023: Order 15 PIZZAS. 60% cheese, 30% Pepperoni and 10% Veggie

◆ Cotton Cady ◆

Very famous for kids. Long line. We did use around 400 cones.

Machine is not complicated. Just turn on the switch, wait until heated and put the sugar in the center. But it takes a while to get used to.

Ideally it needs 2 person to make cotton candy at the same time, because when you put sugar, cotton candy is coming out rapidly and flouting in the air if you don't get them. 2-3 person needed (1 to collect ticktes)

2023: We need to prepare for 400. We can use blank white paper as a cone (just roll up and taped with tape). Start to prepare Cotton Candy 1-2 hours earlier to avoid line.

◆ Pop Corn ◆

Cook with 2 table spoon butter and 1 cup of corns. 1 person

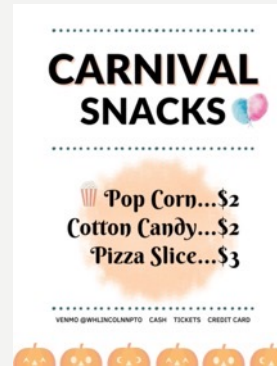
[supplies needed]

gloves, napkin, paper towel, plates, popcorn bags, hand sanitizer, machines, oil, pop corns, salt, cotton sugar, core(paper)



Income: ?

Expense: \$360 Pizza for 20
Pizza/ \$ 60! Pop Corn and
Butter / \$60 Cotton Candy +
\$200 Machine)



WHEEL OF FORTUNE

1. Need 100+ Gift Bags
2. Description of the game

2023: Quick video how does it work



EQUITY TABLE



SPOOKY SPACE

Nathan Freitas

2023: Quick video how does it work

SPOOKY SPREADSHEET: https://docs.google.com/document/d/1n1ANjMwPGCzhHHHvoSNCppeMHB-02wuOCF2mof_hclw/edit?usp=sharing

COORDINATOR
Nathan Freitas

LOCATION
Upper Playground

DESCRIPTION
A mysterious maze filled with fog, haunting sounds, masked spirits and surprises around every corner.

SETUP
•Friday 1:30-5pm: Bring out all of the decorations from the school basement, carry them up to the upper playground
•Saturday 12-5pm: More setup!
•Sunday 8am-12pm: More setup if needed!
•Sunday 12-4pm: Pumpkinfest!
•Sunday 4-6pm: teardown and cleanup!

NEEDS
Power (extension chords), staple guns, zipties, black duct tape

SCARERS
•Hour 1:
•Hour 2:
•Hour 3:
•Hour 4:

RULES
1. DONT make little kids too scared that they cry. It is bad for business.
2. DO make older kids and parents scared, it is good for

business.
3.If you are giving an instruction of where to stand or what to do, FOLLOW IT
4.Shifts are 1 hour minimum.
5.Wear all black if possible. You will be given a mask.
6.Only approved Scarers are allowed. No bringing in rando kids who don't know or won't follow the rules.

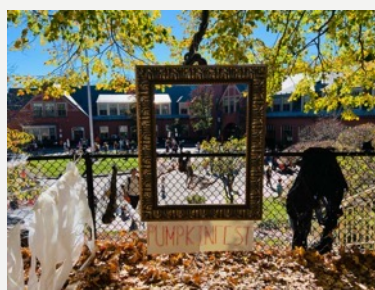
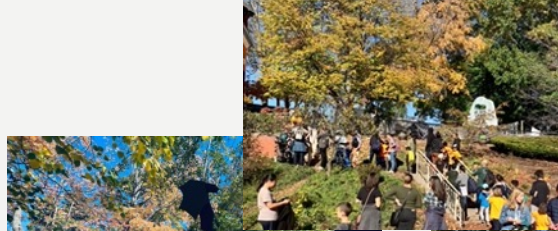
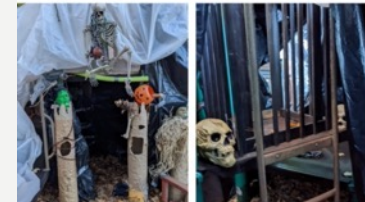
ROLES
All roles are played silent, unless otherwise noted. No improvising dialog.

Mysterious Guide - friend or foe? They silently welcome and walk people through the maze - whether it is for their safety or to their doom is unknown!

Tree Spirits - if you threaten their trees, they will threaten you back.

Hidden Spirit - peeks out from hidden spots, and makes a surprise entrance when least expected!

Caged Spirits - locked in a cage, pleading to be released... but beware, they were caged for a reason!



HARVEST TABLE

1. 7 Gallons of Apple Cider from Costco
2. Coffee Sponsor by Starbucks
3. Baked Goods donated by parents organized by Room parents.
4. Decorate the table with volunteers



2023: Move to the Field Space, on the Shade (where Japanese Calligraphy was this year) Keep the idea to circulate around the event with a wheel car.



BOOK SALES

1. Donations Room Parents until Friday before Pfest
2. Suggested Donations instead of prices
3. Deb Abner did separate all the Book Donations by theme and organize the boxes for Day Of

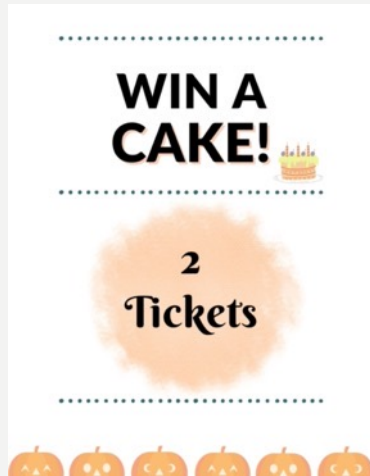
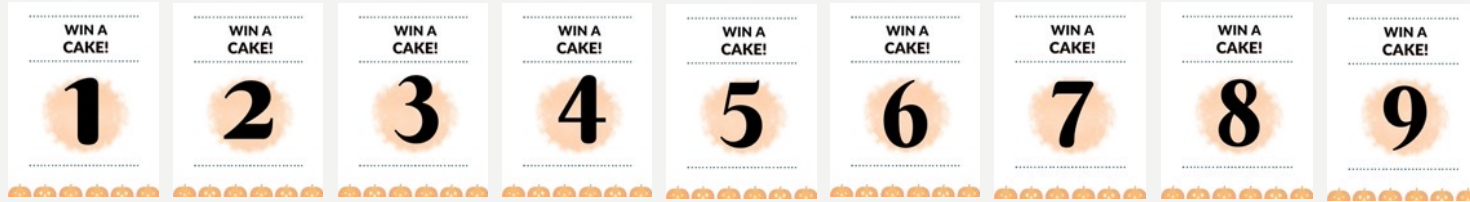


2023: Many books left, suggestions on how to sell more here?



WIN A CAKE!

2023: Quick video how does it work



1. Donations Room Parents, need about 60 cakes
2. Need Laminated Number, Round Table
3. Small Sound System

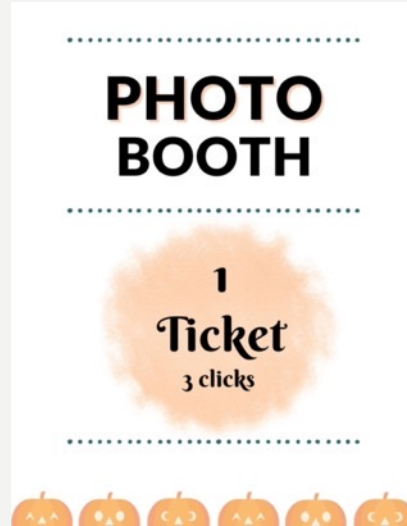


PHOTO BOOTH

Stephanie

1. 1 Ticket for 3 Clicks
2. Update Frames and Decorate

2023: Bring more funny stuffs for picture: glasses, funny signs, maybe build a bigger frame for 2-3 person together etc.. explore more. Maybe do not charge for this.



WATER TANK AND FIRE TRUCK



2023: Have the Water Bottles right on the side of the Tank

COMMITTEES

(NEED LEADS FOR EACH ONE IN ADVANCE!)

SIGNAGE

- Yard signs – changing dates and distributing
- Canvas
- Walgreens Window
- Countdown School TV

T-SHIRTS DESIGN & SELL @SCHOOL

- Design
- Order and Pick up (Airo Sports)
- Sell at school (3-2 week before Pumpkinfest)

VOLUNTEER COORDINATOR

- Update Sign Up Genius Page and create links
- Email that goes out in LL, Brian and through Eileen Jennings
- Download all sign ups into a spreadsheet for day of
- Send out email to all volunteers prior to event giving them logistics
- Welcome volunteers, check them in, directions to their post Make volunteer name tags
- Prepare Water and Food for volunteers (Friday, Sunday Set up and Clean up)
- Round Pfest to check in to see what volunteers need
- Thank you email to all volunteers after Pfest

SPONSORSHIP

- Reach out to neighborhood businesses to solicit monetary donations and gift cards/vouchers
- Send all donors forms to complete

- Ensure all donations make it to treasurer
- Send tax donation receipt/thank you letter to all donors

SUPPLIES INVENTORY/ ORDERING

- Inventory all Pfest supplies in closet and basement
- Create supplies spreadsheet
- Research lowest cost supplies available
- Order all supplies for Pfest per spreadsheet
- Track financials and submit all receipts to treasurer

LOGISTICS

- Coordinate all logistics prior to Pfest and day of
- Tables, Chairs, Extension Cords, Flyers, Banners

ROOM PARENTS DONATIONS

- Sarah Pagliaccio working with Room Parents to collect Prizes for Wheel of Fortune, Harvest Table, Win a Cake!, Book Seller & Prizes (Bags, Cakes, Baked Goods, Books, Prizes)

JAPANESE COMMITTEE

- Organize Food, Beverages & Snacks, Games, Goods and Book. Help with Activities, Supplies, Logistcis, Needs

FOOD GRILL

- Decide food and organize plan to order, buy and prepare. Update Spreadsheet with prices and quantities. Burger, Veggie Burger,

Hot Dog, BBQ Sticks.

CARNIVAL SNACKS

- Order Pizza, Pop Corn and Cotton Candy Supplies, Clean Machines

ACTIVITIES LEADS (1 per activity listed)

- Spooky Space
- Chess
- Harvest Table
- Whell of Fortune
- Win a Cake!
- Pumpkin Patch
- 3 Field Games & Gym Games (Fast Pitch Mr. Hutch and Sponsors)
- Balloon Blast
- Amusement (to book and follow up)
- Volunteer Table Sign in
- Live Music/ DJ
- Henna, Trash Zero Waste, Performances (Optional)

FINANCIAL/MONEY COLLECTING - Treasure

- Getting cash prior to Pfest and Filling money boxes
- Getting iPads and Squares Working

TICKET COUNTING AND BOXES

- Buy Tickets for the Event, Raffle.
- Prepare Wrap and label Ticket Boxes and Count all the tickets after the event

COMMENTS FOR 2023

2023 Activities to Consider/Plan:

- Helium Balloons Sell Costume Shop
- Chess
- Beverage Sell
- Gift Cards/Donations Sell
- Organize a Zoom meeting before the event inviting all the community to talk about the event, volunteers needed, how to help, etc..

T-SHIRT: Need 1 Lead to be responsible for selling @school

SIGNAGE: Need 1-2 Lead to take care of all Signage updates and distribution before and collect after

VOLUNTEER: Build a Sign Up in Advance for the 12 Leads with descriptions + Activity Leads

DONATIONS: Box for Prizes to be dropped off until Friday before the event (same as Books).
Follow up with number of bags and Cakes in advance to make sure we have enough

SPONSOR: Coordinators to collect all Gift Cards in Advance, send all Logos and update Spreadsheet

MAP: Start the Plan with Indoor and Outdoor Option.
Need to cover Gym Floor if Indoor. Move Harvest Table to the Field Side

BACKPACK FLYER: Remember LL and Brian appeal for Volunteers Sign up.

LOGISTIC: Need 1 Lead for Logistics. Lead to go around the Day to check powers, prizes, tables, etc..
Count Tables and Label before event to make sure they go to the right spot.
Add Ticket Box 1 per Activity: Pizza, Candy Corn, Pop Corn, Water Bottle, Shirts.

SET UP & CLEAN UP: Would be good to have 1 Lead for Set Up and Guide Volunteers and to Clean Up and Make sure everything goes back to the right place and organized.

SET UP: Label each Table on Friday: where they come from and where they go

TICKET: Need a second Lead to Count Tickets and plan Ticket Boxes

TICKET: Spreadsheet with all numbers by activity.
Need Ticket box for each item to track sales and ticket counting.
Count before How many Tickets are we selling and compare with counting later. Keep Thrives tickets with different color for count later.

GRILL: Rename Meat Stick: Beef Stick, Kebab?
Include Beverages Sells
Reduce Quantity of Supplies

FIELD GAMES and TOP 10 Games: to do a quick PFEST video with all Games on Youtube for volunteers to know how does it work.

GLITTER SPA: Have a Lead to check Inventory and Set Up

PUMPKIN PATCH: Guess Pumpkin Weight (either promote more or not to do it if we won't have a donation because is negative income)

HARVEST: Move to the Field Space, on the Shade (where Japanese Calligraphy was this year)
Keep the idea to circulate around the event with a wheel car.

PHOTO BOOTH: Bring more funny stuffs for picture: glasses, funny signs, maybe build a bigger frame for 2-3 person together etc.. explore more

GEAR: Have the Water Bottles right on the side of the Tunk

2023: ??? Meeting btw Ticket Counting and Money Treasure before