

MINUTES

Madden PTO Minutes – Dance Committee Phone Meeting

January 24, 2018

The meeting was called to order by Shainaaz Ibrahim at 6:04 PM.

Attendance

Kate O'Briant	Sharon Sassen	Avion Sylvester	Shainaaz Ibrahim	Jackie Townsend
Pinda Romain	Amina {?}	Gloria Olabisi	Quincy Collins	

- DJ Confirmed – Arrive 5PM; will update on specialty lighting; Shainaaz will provide music requests
- 2-3 officers confirmed, depending on ticket sales
- Decor – Amina – Balloon holders, etc. purchased. Jackie has some Christmas lights to donate. Asks if anybody else has anything. Lighting contractor cancelled
- Madden tables and chairs for seating
- Food trucks
 - Grove Donuts
 - Cupcakes & a Smile
 - Vegetarian and Il Primo not confirmed
 - Cool Runnings – Probable
 - Halal Guys, AJ's BBQ
 - Looking for 6-7 total, depending on ticket sales
 - Will ask them to arrive at 6 PM for 6:30 start time
 - Avion will request confirmation by Wednesday, 1/31
- Ticket sales
 - Started selling Monday, approximately 60-70 tickets
 - Anticipate last minute ticket sales
 - Will send forms home for students to return with money
 - Shainaaz will confirm First Aid
- Decorations
 - Earliest is 4PM day-of
 - Dance being moved inside
 - Effectively the same as Father-Daughter dance
 - Tables around perimeter of cafeteria & in hall
 - Need decoration ideas/donations for theme
 - Paid photo booth will be dropped for this event
 - Possibly create photo backdrop for taking personal photos
 - Looking into a Snapchat filter for the event
- Propose we try to get pre-decorating done on Thursday
 - Black butcher paper for wrapping walls

Meeting Adjourned 6:35 PM