

**Parks & Recreation Authority**  
**Meeting Agenda**  
**October 25<sup>th</sup>, 2022**  
**6:30pm**

- I. Call to order – Patrice, Sharon, Joy, Lindsay, Gwen
- II. New Business
  - a. **Tree lighting** – Check with public works on dates and when to get trees
    - i. Possible gift bags for kids
  - b. **Holiday Party** – December 10<sup>th</sup> 12pm-2pm
    - i. 150 kids expected
    - ii. Inventory of supplies
      - 1. 11 Sets of square red plates (20 ct each)
      - 2. 8 Packs of red napkins (30ct in each)
      - 3. 15-20 long table clothes (red/green/white)
      - 4. 11 Santa Hats
      - 5. 71 wooden frames to decorate, with stickers
      - 6. 9 bags (4 large, 5 small) of sand for Sand art. Red and green.
        - a. *Need to order small sand art containers*
      - 7. 4 Cases of Water – have Chris check in trailer
    - iii. Entertainment

1. Balloon person – Happy Heart - \$250
2. 2<sup>nd</sup> Balloonist - \$320
3. Santa – \$75 - \$100
4. Cartoonist/Caricature Edwards – 2 for \$640 (2 hours)
5. Cartoonist/ Caricature (Lancaster) - \$133
  - a. Check to see if there is another helper for same price
6. Photo Booth - \$450

iv. Food

1. Harry Hot dogs
2. Chips (Herr's)
3. Drink
4. Cupcakes/cookies
  - a. pepperidge farms
  - b. Cake pops – Local bakers? Grace?  
Individually wrapped
5. Fruit bowl – Bananas, clementine oranges
6. Vegetarian option?

v. Gift Cards

1. 38 \$10 gift cards = \$380 for spending (Juices, water, soda, chocolate milk, Hint water boxes,

2. Raffle 6 \$50 gift cards

3. 7 \$25 gift cards to giant = \$175 for spending

vi. Parking? Have police help

vii. Volunteers – Patrice making list

c. **Sponsor List** – Paper copy handed out by Joy

i. Update list, Send letters in December for January 1<sup>st</sup>.

d. **Toys for Tots** – Need more information

e. **Help and partner with Rainbow Elem** – Trunk or treat 2023

III. Announcements/Questions/Concerns

a. Next Meeting November 29<sup>th</sup> 2022 – 6:30pm

IV. Adjournment