

# Fun With Engineering, Science, and Technology (FEST)

FEST Booster Club

**FEST**ival Fund Raising Plan

Public Meeting  
15 February 2007

*Presented by  
FEST Booster Club  
[www.farmersvillefest.org](http://www.farmersvillefest.org)*

# Agenda

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- General
- Garage Sale Plan
- Silent Auction Plan
- Chili Cook-Off Plan
- Next Steps

# General

- Send personal, mailed invitations to city, school, and business leaders to attend the event
  - Must look professional
- Advertise event in local newspapers for 4 weeks leading up to event
  - Need general advertising flier
  - Newspaper article(s), include entry form and contact information
    - Farmersville
    - Princeton
    - Wylie
    - McKinney
    - CCCC
    - Blue Ridge (once monthly)
- Advertise event using lighted sign along highway 78 in front of FHS 3 days prior.
  - HUGH garage sale, auction, and chili supper. All invited to FESTival Saturday 14 April, 8:00 am to 6:30 pm.

# General (Cont)

- Free helium filled balloons to children elementary and below
  - Helium bottle
  - Student run
  - Try to get bottle from local florist
  - Possibly print advertisement on balloon
- Several days before event sent flier home with school children
  - Maybe with balloon
- Eye-Catcher
  - Fan with streamers
- PA System to make announcements

# Garage Sale Plan

- Date
  - Saturday, 14 April 2007
- Time
  - 8:00 am to 6:30 pm
- Place
  - FHS front parking lot or in cafeteria (weather permitting)
  - Storage – FJH Ag Barn, area roped off
    - Saturday, 10:00 am to 3:00 pm, starting 17 March 2007
    - Weekdays, 4:00 pm to 6:00 pm, starting 7 April 2007
- Team Lead
  - Brenda Long

# Garage Sale Plan (Cont)

- Parent Volunteers
  - Gina Kleiman
  - Sylvia Wise (secondary)
  - Eddy Daniel
- Student Volunteers
  - TBD, approximately 20 available
- Equipment
  - Display tables
  - Clothing racks
  - Price markers to place on items

# Garage Sale Plan (Cont)

- Forms
  - Receipts for donations
- Money Collection
  - Five cashiers
    - Cloth money bags
  - Cash
- Need start-up money
  - \$TBD
- Posted information
  - Cash only signs
- Miscellaneous
  - Prices get slashed as the day goes on
  - Stash bags at end of day
  - Left over items will be donated to Goodwill McKinney
  - Develop and use pricing guide

# Silent Auction Plan

- Date
  - Saturday, 14 April 2007
- Time
  - Silent auction bidding starts, 8:00 am
  - Silent auction bidding ends, 6:00 pm
  - Auction winners posted, 6:15 pm
- Place
  - FHS hallway between front door and rear door
- Team Lead
  - Ben White
- Parent Volunteers
  - TBD #1, need to add name, solicit for donations
  - TBD #2, need to add name, solicit for donations

# Silent Auction Plan (Cont)

## ■ Student Volunteers

- TBD, student volunteer #1, collect names on entry sheet
- TBD, student volunteer #2, alternate

## ■ Equipment

- Eight foot tables, quantity 6-10

## ■ Forms

- Registration form
  - Each bidder is given a unique number
  - The following information is collected on each bidder
    - Name
    - Phone

# Silent Auction Plan (Cont)

## ■ Forms (Cont)

- Bid sheet
  - Face value
  - Minimum bid
  - Minimum increment
  - Name of donator
  - Brief description of item that is donated along with picture if possible
  - If item is available for viewing then indicated where it is located on the school campus (ex. display booth)
  - Note on form that winning bidders must be able to pay at 6:15 pm to collect the item or item will be made available to next available bidder
  - Bids
    - Contestant number
    - Bid amount

# Silent Auction Plan (Cont)

## ■ Money Collection

- Collected starting at 6:15 based on highest bid
- If highest bidder is not available item is offered to next highest bidder. Continues to next highest bidder until money is collected
- Cash, check, and **credit cards**

## ■ Posted information

- 32" X 40" advertisement boards are offered to donators who donate item(s) valued greater than \$500
- Balloons located at all entrances tied to easels
  - Map indicating location of tables
    - Bidding tables
    - Entry table
    - Rolling PowerPoint pitch

# Silent Auction Plan (Cont)

## ■ Miscellaneous

- Donated items can be from businesses or persons outside Farmersville

# Chili Cook-Off Plan

- Date
  - Saturday, 14 April 2007
- Time
  - Judging/eating starts, 5:00 pm
  - Winners announced, 6:30 pm
- Place
  - FHS Cafeteria
- Team Lead
  - Jerry Shaffer
- Parent Volunteers
  - Wayne Stapleton
  - Sylvia Wise (secondary)

# Chili Cook-Off Plan (Cont)

- Student Volunteers
  - TBD, student volunteer #1, sell voucher
  - TBD, student volunteer #2, set-up
  - TBD, student volunteer #3, set-up
- Equipment
  - FHS cafeteria facilities
  - Electrical outlets, make sure facility will handle total outlets
- Forms
  - Chili Cook-Off Entry Form
- Money Collection
  - Cash or check for vouchers
- Posted information
  - Signs for each contestant area provided by contestant

# Chili Cook-Off Plan (Cont)

## ■ Rules

- Entry Fee for competition: \$5.00
- Must cook at least one gallon of chili
- “Chili cookers” must provide a sign identifying their chili/chili cooker and any decorations for their table. Table will be provided by FEST (cafeteria table)
- Vouchers for a “Bowl of Chili” will be sold for \$5.00 at the gate.
  - Free samples provided by each cook
- Styrofoam bowls and plastic spoons will be provided by FEST
- Each bowl of chili will be sold for one “Bowl of Chili Voucher”
  - Three part ticket
    - Chili
    - Drink
    - Cornbread
- Crackers and cornbread are included with chili
- Winners to be determined by the amount of total sales by competitor

# Chili Cook-Off Plan (Cont)

## ■ Rules (Cont)

- Winners will be awarded the prestigious “Champion Chili Pot” for first place and ribbons for the first three places. “Champion Chili Pot” must be returned next year in order to awarded to next year’s champion.
- At about 6:30 p.m. the number of vouchers accumulated by each chili cooker will be counted. The chili cooker with the most vouchers will be the winner.

## ■ Miscellaneous

- Need volunteers to bake cornbread
- Need to purchase crackers, Styrofoam bowls, cups, spoons, napkins
- Need volunteer to purchase beverages and sale them.
- Ice will be provided by school – from cafeteria
- No burners

# Next Steps

- Communicate plan
  - School administration
    - FHS Principal
    - FISD Superintendent
  - FEST Student Organization
- Finish development of FESTival flier
- Set up ag barn to receive goods
  - By 3 March 2007
  - Need key(s)
  - Rope off area
- Sign up more parents to staff the events
  - Advertising – one parent