

Carrillo PTO Meeting
Santa is Coming Subcommittee

Date: December 6, 2021

Start Time: 6:30pm End Time: 7:30pm

Attendees: Ms. Bittel, Yvette, Angelina Celix, Keira Espinosas, Adelita Grijalva, Margaret Zuniga

Ms. Bittel reported that approval has been granted for the event. There are strict numbers for numbers of people that are allowed in rooms. MPR-90, Cafeteria—75, Hallways were not given numbers.

Families will be given numbers. Will use either walkie talkies or intercom system to move families through to meet Santa. Looking at putting numbers on labels. Keira will design number labels.

Looking like NO grand entrance.

Santa confirmed for 5pm. Stand next to Santa, not sit on lap.

William the photographer will be there at 4pm.

Extended Day has not been cancelled. May need to move extended day pick up. Justin will clean up earlier from extended day to allow for setup.

Posada decorations will stay up for Santa. Angelina has been collecting decoration including more lights.

Looking at table clothes or butcher paper. Looking more towards butcher paper. Yvette will look at what butcher paper is available. If the desired color isn't found, look at the library because there are boxes of unopened paper in the closet.

Angelina contacted Safeway . Need 36-48 for cookies. 36 cookies for \$6. Will order 360 cookies.

Jen donating Hot Chocolate (Will verify exactly what she is donating)
Need marshmallows???

Want to give out Candy Canes after seeing Santa

Costumes:

Found Cougar Costumes—Carlos and Carina will be in attendance.

Elf Costumes—Ms. Morales' daughter and her friend will be the elves.

There are some cups and napkins in storage.

Art activities do not need anything as reported by Keira and Ms. Bittel on behalf of Ms. Del Pra.

Santa will be in cafeteria, Cookies and coca will be in MPR.

Need volunteers (30 minute rotations):

2 greeters to give numbers.

hot cocoa/cookie distribution (at least 2 people)

monitor rooms—number of people (at least 2 people)

Elves will help with crowd control for Santa.

Want to control the flow to help with numbers. One directional flow. Cafeteria is exit only.

Need to have water heating.

Want to have a donation bucket out

Assignments:

1. Angelina will order cookies from Safeway.
2. Need to create SignUp Genius for volunteers.
3. Adelita will go to Restaurant Supply Store to look for items (Will got Wed. Dec. 8)
 - A. Napkins
 - B. Candy Canes
 - C. Coffee Carafe
 - D. Marshmallow
 - E. Hot Cocoa
4. Music
5. Ms. Bittel will look for screen.
6. Verify if and what Jen is donating (hot cocoa)