

ACES Council
Report of the Halloween Dance Committee
October 25, 2018

Overview

The ACES Council Halloween Dance was held on Thursday, October 24, 2019 from 6-8 p.m. The dance made an overall profit of 485.51 (down from 671.02). There were 476 tickets printed for sale (plus additional volunteer tickets). 493 tickets sold (exceeding the printed ones) and 10 volunteers who received free tickets. Thank you to each & every Council member & volunteer who helped to make the dance a fun evening for ACES students & their families!

Ticket Sales

Tickets went on sale at Meet the Staff on Thursday, September 26, 2019 in the school foyer. Tickets were then on sale in the office up until the day of the dance, as well as at the door on the night of the dance. 132 tickets were sold at the Meet the Staff, 173 more tickets were sold prior to the dance in the office and 188 tickets were sold at the door for a total of 493, which can be considered sold out. Tickets cost \$3/person and all students were required to be accompanied by an adult (18 years or older).

Music, Lights & Photobooth

This year Prime Time Entertainment was hired for the second year in a row. The DJ package included music and lights, photobooth and crowd motivator and dancer. The cost for the DJ package was \$1,412.50. It is always important to remind the DJ of the age group at the dance and to request age-appropriate music when setting up the contract (this was done for this year). A tip of \$40 was given for a total of 1452.50. Tip was discretionary depending on services rendered. The contact was the owner, Paul Hill (info@primetimeentertainment.ca).

Food

Suggestions for future years: 1 less chip box, a bit more cheese pizza, same or less peperoni (nice to have left overs for volunteers)

Pizza, chips, pop, juice, water, candy and glow necklaces were sold at the dance. Jess Fleury and Sanjiva Sondagar ran the concession. Vouchers for food items were sold at a table outside the servery, while food was served from the servery. There were 2-3 volunteers selling vouchers. All items were sold for \$1 with the exception of pizza which was sold for \$2 per slice. Vouchers were given for cheese pizza, pepperoni pizza, deluxe pizza, chips, water, juice and pop. Toppers Pizza provided the pizza and it is important to note when ordering that pizza be cut into 8 slices (10 is their standard) and ask that they leave the warming bags on delivery. Please put signs behind the voucher table listing the items for sale and their cost, and include the different options for pizza. The table below indicates what was purchased and sold, as well as suggested numbers

for the next dance assuming ticket sales are similar. Glow necklaces should be sold at \$1 next year.

Concession sales accounted for \$1176.30 in revenue and \$716.44 (175.21 more than last year)¹ in expenses, for a \$459.86 profit (106.16 less than last year).

	Purchased	Sold	Suggested 2019 Amounts	Notes
Pop Coke Diet Pepsi Nestea Gingerale 7 Up	168 cans 36 36 24 36 36	168 cans 36 36 24 36 36	168 cans	
Chips 50 bags per box	5 boxes	3.5 boxes	4 boxes (200 chip bags)	
Juice	100 boxes	~95 boxes	100 boxes	
Water	80 bottles	Approximately 65 bottles	80 bottles	
Pizza *8 cut Pepperoni Cheese Deluxe	35 large 15 15 5	35 large 11 14 5	35 large 15 16 5	While we had left over pizza (anticipated) we did not run out and we were able to feed volunteers. Suggest the same amount for next year and that student volunteers get a slice and drink in advance and all other volunteers partake in anything left over.

¹ Melissa spent 146.74 on decorations, table cloths, glow necklaces, plates and napkins, Sanjiva spent \$160.34 on chips, drinks and candy, Jessica spent 67.86 on pop and 341.50 was spent on pizza

Candy Chocolate Candy	(4 boxes) 260 300	260 300	260 300	
Glow Necklaces	110	110	100	
Decorations				Likely do not need new ones (may want a few more for the wall). Will NOT need table cloths next year.

Set-up and Decorations

Many decorations were re-used from previous years (no cost). Decorations and signs are kept in the Council storage room (across from the lockers in the gym hallway). Set-up commenced at 3 p.m. and took approximately 2 hours. Set-up has to be coordinated in advance with the Children's Village at Stoneway (CVAS) as they require the gym until between 3:30 and 4 p.m. as well as a reminder to clear students' personal bins from the hooks in the hallway that are used for coats. The custodial staff provided additional garbage & recycling cans as well as a ladder to help with decorating (2 garbage and 2 recycling for stage, and 1 each for near servery). The DJ required 1 table and arrived around 3:30 p.m.

The stage was used as an eating area and a number of chairs and tables were moved in there with help from the custodial staff. The stage door was kept closed this year. This added to the gym ambiance and allowed for conversation in the eating area. **Suggestion for next year: consider eating area on stage AND in the classroom**, as many people had to sit on the floors to eat. Food and drinks were not permitted in the gym. A lot of chairs were set up around the perimeter of the gym, which helped people have places for coats as well as encouraged parents to stay in the gym. In addition, one table is required at the door in the hallway near the washrooms and one table was required for selling food vouchers. All tables had table clothes and decorations were put on walls & in the ceiling.

Volunteers

There were four shifts of volunteers, one each for set up and take down and two during the dance. For the first shift during the dance there were 1 ticket-taker at the door, 2 people selling tickets, 3 volunteers selling food vouchers, 2 volunteers in the servery, and volunteers on the stage, in the gym and in the hallway. The second shift had 1-2 people at the door, three at the food voucher table and similar numbers elsewhere. We ensured that all exits had a volunteer

posted at them to make sure kids were accompanied when they left the premises. **Suggestion for next year: Make sure 1-2 volunteers on stage to prevent children from climbing behind curtains.** All volunteers were provided with a free ticket to the dance.

Clean-up

There were four volunteers as well as several volunteers from the last shift who offered to stay to help. Custodial staff was very accommodating throughout the evening.

Money

An initial float of \$800 for ticket sales was acquired by the Council treasurer. Floats of \$423.00 for vouchers and \$312.15 for ticket sales at the door were provided from the pre-dance ticket sale money. Loonies and toonies were moved from one cash box to the other as needed. Procure many loonies and toonies with the initial float (we had enough this year). It is also recommended that the counting of the floats for the cash boxes occur either early during set up or prior to the day of the dance, so that the cash boxes are ready to go when the first shift volunteers show up (this occurred this year and was very helpful).

Summary of Financials

	Revenue	Expenses	Net
Ticket Sales	\$1478.15		\$1478.15
DJ & photobooth		\$1452.50	-\$1452.50
Concession sales	\$1176.30		\$1176.30
Chips, drinks, candy, necklaces, plates, decorations		\$374.94	-\$374.94
Pizza		\$341.50	-\$341.50
Total	\$2654.45	\$2168.94	485.51

Community Feedback and Other Suggestions for Next Year

- Many enjoyed the dancers and “crowd motivators”. It is strongly recommended to look into this option next year as well.

- We did not have the issue of children opening doors to the outside this year as we posted volunteers at them. It is suggested that next year we post a volunteer or two in the eating areas to avoid playing in areas children should not be (e.g., behind the curtains). We will continue to message heavily that parents are responsible for children and they should remain within their sight.
- We need to continue to be diligent around ensuring there are parents that attend with children (18 years +). We will continue to message this.
- No food ran out this year. While ordering more than necessary would affect profits, it was helpful to have left overs for the volunteers and our profit was not considerably less than last year. As we do not seek this as a major fundraiser ordering more than needed is suggested for next year too.
- We collaborated with the school to collect boots and shoes at the dance. This was VERY successful and if there is a way to connect the Halloween dance to other school campaigns next year it is recommended.
- It was really great to have the Principal and Vice Principal in attendance. The students really appreciated it. We should explore if there is a way to encourage some teacher participation as well, as it was remarked that a number of years ago there were more teachers who attended for a bit and the kids enjoyed that (though it is recognized this would be their own time and difficult for some).

Submitted by Melissa Hunt, Member of the Halloween Dance Committee