

WALLACE TOWNSHIP PARKS AND RECREATION

October 4, 2017

Meeting Minutes

Present:

Dana Daniele
Michelle Cleaver
Laura Braun
Carol Zindel

Others in Attendance

Meeting called to order at 7:45 pm by Ms. Daniele.

Business Discussed:

1. Reviewed and approved minutes from 9/6/17 and 9/18/17.
2. Halloween Trunk or Treat
 - a. Decorating contest – use sign up genius to log participants; require name, email, and phone # for township to contact them.
 - b. Arrive by 4:45pm
 - c. Prizes – 1st, 2nd, and 3rd place only
 - d. Need to tape off an area for parking (face pavilion, back to cemetery and along first base line)
 - e. Limit to 20 cars for now
 - f. Need to rent portable lighting
 - g. Township doing a trunk? Yes!
 - i. Going to hand out bags
 - ii. Decide on theme at the work session, decorate the morning of the event
3. Halloween Event
 - a. Judges – secure the day of the event
 - b. Hay ride
 - i. Scouts would like to do the haunted rides, tips only no fee
 - ii. Start at 5pm, scary rides after dark
 - iii. Need to make sure we keep a path open for the tractor
 - c. Food
 - i. Halloween themed snacks on the tables
 - ii. Pizza – twenty pies cut in to 10 slices each
 - iii. Finalize the week of based on weather forecast. Delivery at 6pm? 6:10 and 6:25?
 - d. Music
 - i. Need to use the system Mr. Bainbridge owns.
 - e. Pumpkin theme – Halloween Heros; Superman and Wonder Woman. Decorate to resemble them
 - f. Glow party – start at 6:30pm, parade to follow
 - g. Misc.
 - i. Three sets of corn hole (Ms. Daniele to bring one, Ms. Cleaver to bring two)
 - ii. Need to create an event on Facebook to boost Trunk or Treat advertising.
 - iii. Photobooth – arrive at 4pm, start pictures at 5pm. Need signs to decorate photo frames
 - iv. Prize gift cards – Ms. Randzin to purchase.

Meeting was adjourned at 8:51pm.