

# Spaghetti Supper Committee Report Form

(rev. 2006)

**Committee Name:** Publicity

**Chair Name:** Margaret Crouse Skelly

**Committee Member:** Darlene D'Amour

## **Summary of Responsibilities:**

- Create and send press releases to Mosquito and Buzz
- Create, print and post flyers (small posters)
- Create large posters, mount on sandwich boards, and place at school
- Create large poster, mount on sandwich board and place at rotary
- Create and print newsletter (used in student ticket packets)
- Collect program information
- Create and print program (handed out the night of the supper)
- Create "thank you" posters for display night of dinner

This years' documents are included, hard copy and on disk.

## **Detailed description of how you accomplished the above:**

### **Time Line of Duties:**

#### **June**

- Attended initial Spaghetti Supper chair meeting
- Reserved the rotary. Call (978) 369-6136.

#### **July/August**

- Contacted Publicity Committee volunteers, described tasks above, and assigned jobs to committee members based on interest/skills (press releases, flyers, posters, newsletter, program information collection, program creation and printing).

- NOTE: At least one person on the committee needs to be proficient in layout software!
- 8/28 First press release in Mosquito (submitted 8/24)

## **September**

- 9/11 Press release in Buzz (submitted 9/5)
- 9/9 Spaghetti Supper Newsletter completed and printed, given to 6th graders along with tickets on 9/11
- 9/9 Needed golden raffle prize info for releases and posters
- Each week that the Mosquito publishes in September should have an article about the Spaghetti Supper. Articles must be submitted the Monday before publication.
- Each week that the Buzz publishes, there should be an article. Check the Buzz schedule for deadlines.
- 9/12 Finalized poster/flyer
- 9/15 Printed posters and flyers (at Staples but school copy center is available)
- 9/25 Displayed posters at Elementary School Parents Night
- 9/27-30 Posted flyers
- As soon as raffle items, food/flowers/etc donors, teacher list and student list in Excel or Word for program start coming in, get them in Excel or Word format for starting Program layout. Then get weekly updates.
- Run ad in Mosquito last Friday they publish in September (along with an article).
- 9/29-10/7 Sign in rotary

## **October**

- 10/3 Run ad in Mosquito, along with an article.
- 9/29-10/7 Sign in rotary
- 10/3 Program layout completed & reviewed by team
- 10/3 Printed 600 program at school (provided paper)
- 10/4-7 Folded programs

**Detailed Schedule of Duties on Event Day/Night:**

4 PM - Delivered programs to cafeteria

**Next Day**

8 AM – Took poster off rotary

Took down flyers & posters, returned sandwich boards

Inventory of Materials received: \_\_\_\_\_ signature of sub chair

( ) folder containing:

past reports, \_\_\_\_\_, \_\_\_\_\_

( ) items belonging to Spaghetti Supper Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) Items returned (initialed by SS Chair) \_\_\_\_\_ sign. of  
Chair

Changes/Suggestions:

**What bombed:**

Nothing

**What went well:**

The small group (2 people) did the work they committed to do.

**Nuts and Bolts:**

Planned for:

Actual:

**Purchasing Requirements:**

Copy newsletters - \$ no cost (school did)

Provide colored paper for program to school copy center - \$10.50

Mosquito  
Articles

**Hold Tuesday, October 17 evening!  
6th Grade Spaghetti Supper**

With the approach of fall, it's time to pencil in the evening of Tuesday, October 17 for the Spaghetti Supper. It's your first opportunity to socialize with the Carlisle Public School community in a relaxed and enjoyable social setting. And it's never too early to start thinking about donations to the Class of 2009 Raffle. Ticket information and instructions on where to make Spaghetti Supper donations will be forthcoming. In the interim, HOLD the date!

### **The Sixth Grade Spaghetti Supper Needs Donations!**

The Sixth Grade Spaghetti Supper needs your help. Do you have tickets to a sporting or cultural event that you don't intend to use? Can you provide a gift certificate for a favorite restaurant, store or other service? Can you contribute new sports equipment, toys, electronics, or other gift items? Please consider donating an item. Not sure what to give? Consider financial support towards a larger, "golden raffle" prize by making a cash donation today (please make checks payable to "CSA Class of 2011".) Proceeds from the raffle help finance Class of 2011 activities, including outdoor education, the seventh-grade play, and graduation expenses. Support a sixth grader you know by contacting Raffle Chairperson Cathleen Joyce at [rjoyce7688@comcast.net](mailto:rjoyce7688@comcast.net), or 978-371-2198.

**Support the Carlisle Class of 2011! Come to the Sixth Grade Spaghetti Supper  
Tuesday October 7**

Come to the Annual **Sixth Grade Spaghetti Supper** on Tuesday, October 7, with continuous seating from 5:00 - 8:00 p.m. at the Carlisle School Cafeteria. Let the sixth graders serve you a delicious "home-cooked" meal at this important fundraiser for the class of 2011. Adults are \$7.00, children and seniors \$5.00. Tickets are selling fast, so don't delay! Add to the fun by buying raffle tickets, \$1 each, or buy a packet of six raffle tickets for \$5. Golden Raffle tickets are \$20 each, and there is a limited supply. We have some great Golden Raffle prizes, including a week-end at a Vermont home, a week-end on the Cape, Red Sox tickets, and much more! If you would like to support the Class of 2011, cash contributions are welcome and appreciated (make checks payable to "CSA Class of 2011"). Dinner and raffle tickets can be purchased from any sixth-grader, or at Ferns Country Store. For ticket information call Beth Clarke at (978) 369-5190.

Bunny



**Save the date! Sixth Grade Spaghetti Supper Tuesday October 7**

It's the best show in town!! Come to the Annual **Sixth Grade Spaghetti Supper** on Tuesday, October 7, 5:00 - 8:00 pm (note: this is an early-release day) at the Carlisle School Core Dining Room. Let the sixth graders serve you a delicious "home-cooked" meal at this important fundraiser for the class of 2011. Adults are \$7.00, children and seniors \$5.00. Tickets go on sale Wednesday, September 10th, and they sell fast, so don't delay and miss your garlic bread!

The Spaghetti Supper Raffle is chock full of fun prizes. Spaghetti Supper raffle tickets are \$1 each, or a packet of six raffle tickets for \$5. Golden Raffle tickets are \$20 each and your odds are good -- we sell a limited supply. We have some great Golden Raffle prizes such as a kayak, an original monotype by Lonnie Harvey, 4 tickets to the Red Sox, a Garmin 780 navigation system, an iPod nano package for runners, and a Vermont home for a week-end (wow!), and much more! Tickets can be purchased from any sixth grader. (Make checks payable to "CSA Class of 2011.") For ticket information, contact Tickets Chairperson Beth Clarke at [bmacclarke@comcast.net](mailto:bmacclarke@comcast.net), or (978) 369-5190.

**Sixth Grade Raffle Items Needed**

You don't have to be a sixth grade parent to contribute! Regular raffle items (value under \$250) are still needed. Do you have tickets to a sporting or cultural event that you don't intend to use? Can you provide a gift certificate for a favorite restaurant, store or other service? Can you contribute new sports equipment, toys, electronics, or other gift items? Please consider donating an item or donating cash to be used to purchase an item by the Raffle Committee. You can pool your resources for Golden Raffle Items (value over \$250). Your participation will assure a successful and entertaining evening! For raffle suggestions, please contact Raffle Chairperson Cathleen Joyce at [rjoyce7688@comcast.net](mailto:rjoyce7688@comcast.net), or 978-371-2198.

**\*\* Attention Sixth Grade Parents \*\***

Volunteers are still needed - *all* sixth grade parents are needed! The Class of 2011 is particularly small, so that means there are fewer parents to do the work -- every helping hand matters and is appreciated! Please help out by contacting Kathleen Hauser at [kathleenryderhauser@comcast.net](mailto:kathleenryderhauser@comcast.net), or (978) 369-3801, Dale Ryder at



ryderfam@hotmail.com, or (978) 371-9673, or Seema Petererson at seema\_peterson@yahoo.com, or (978) 369-3288, if you have not yet signed up for a committee. The students will be coming home on September 10<sup>th</sup> with tickets to be sold both for the dinner and for raffle items.

**Waitstaff Information**

Several of you have been asking us what your sixth grade waitperson should wear on the night of the Spaghetti Supper, Tuesday, October 7th. A handout with the shift assignments, instructions about what to wear, and other information about the event, will be coming home with your son or daughter at the end of September. You will need keep the entire afternoon free for your Sixth Grader, so now is a good time to reschedule any appointments they may have for October 7<sup>th</sup>. Thank you in advance for coordinating your child's schedule! Meanwhile, if you want to get a head start on the attire, here's what you should know: Girls should wear a dark skirt, or dark or khaki slacks, and a white blouse, long hair pulled back. Boys should wear khaki or black slacks and a white solid shirt with a collar. No jeans or T-shirts, please. Sneakers must be worn for safety reasons. Aprons, nametags, and boutonnières will be provided. Questions, please contact Wait Staff Committee Chairs, Patti Russo at [prusso@hughes.net](mailto:prusso@hughes.net), (978) 318-9643 or Bonnie Krims at [bkrimis@comcast.net](mailto:bkrimis@comcast.net), (978) 371-0362.

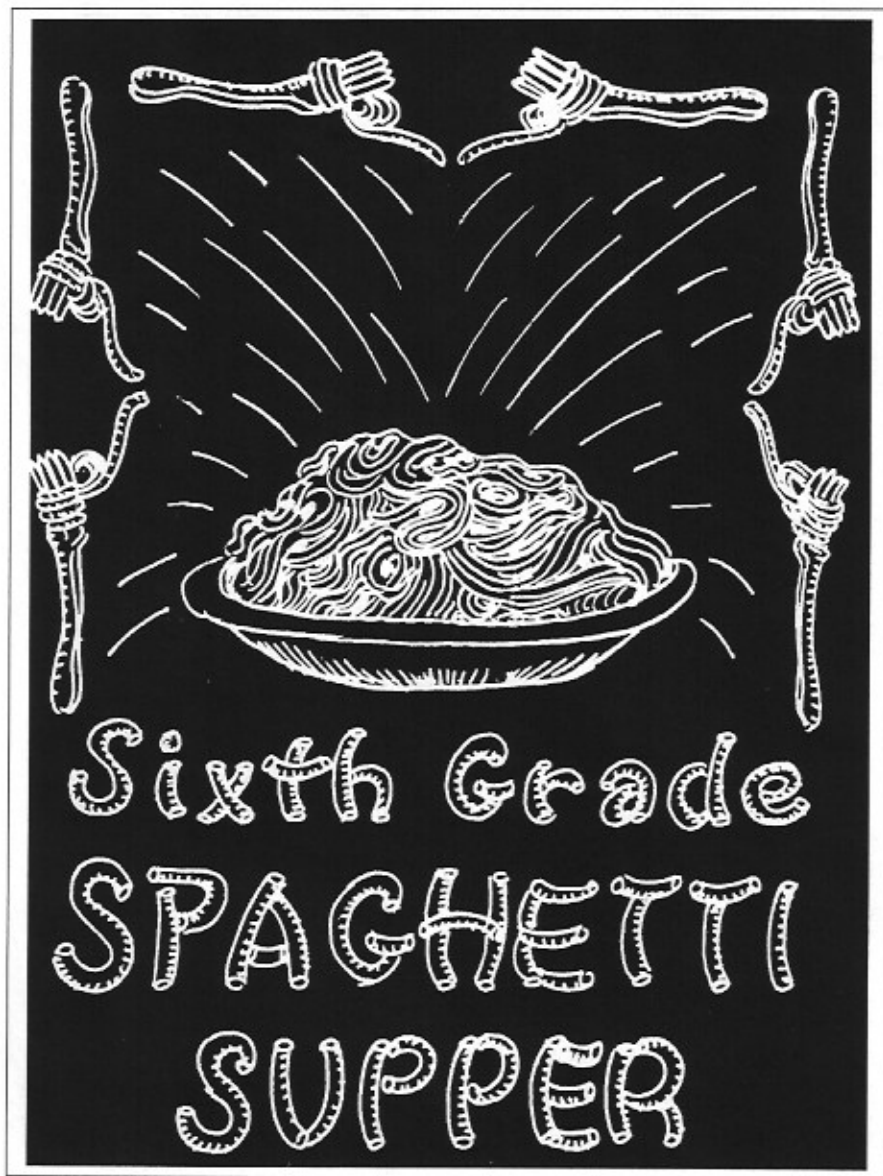
*Rotary*

*Poster*

# **Spaghetti Supper!!**

**Tues. Oct. 7  
5 - 8 PM**

**Carlisle Public  
Schools**



CSA Poster

Tuesday, October 7, 2008

Continuous Seating from 5:00 to 8:00 pm  
Corey Dining Room at the Carlisle Public School  
Adults \$7.00 Children and Seniors \$5.00

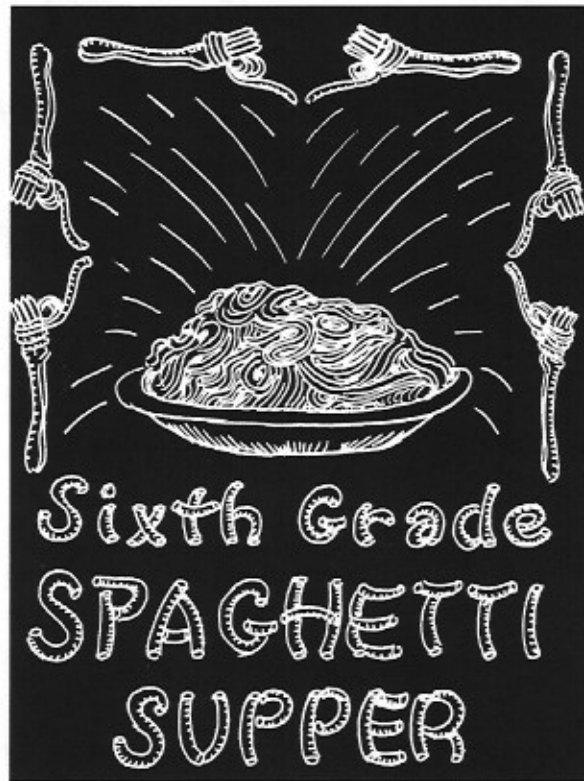
Tickets now available at Ferns and from all Sixth Grade students

ENTER OUR RAFFLE! PRIZES INCLUDE ITUNES GIFT CARDS, AMAZON GIFT CARDS,  
MASSAGE GIFT CERTIFICATE, MANY OTHERS

GOLDEN RAFFLE OFFERS A WEEKEND AT A VERMONT HOME, A KAYAK, IPOD NANO  
RUNNER'S PACKAGE, KIMBALL FARMS FAMILY GIFT PACKAGE, GARMIN NUVI 780  
NAVIGATION SYSTEM, ORIGINAL ARTWORK BY LONNIE HARVEY, AND MUCH MORE!  
ONLY 200 GOLDEN RAFFLE TICKETS WILL BE SOLD!

Ferns requires checks (payable to "CSA Class of 2011"), not cash.  
Remaining tickets will be available at the door.

Proceeds support middle school activities for the Carlisle Class of 2011



Flyer

**Tuesday, October 7, 2008**

**5:00 – 8:00 PM**

**Carlisle School – Corey Dining Room**

**Tickets: Adults \$ 7.00**

**Children and Seniors \$ 5.00**

**Raffle tickets: \$ 1.00 each, packet of 6 for \$ 5.00**

**Golden Raffle tickets: \$ 20.00 (limited supply)**

Fabulous prizes including Kayak, 4 Red Sox Tickets, Garmin 780 Navigation System,  
iPod Nano Runner's Package, Vermont Home for a Weekend

**Tickets available from all 6<sup>th</sup> graders and at Fern's Country Store**



# Sixth Grade



# Spaghetti Supper Raffle

*Flyer*

*♀*

Carlisle School  
Corey Dining Room

Golden Raffle prizes  
include:

Tuesday  
October 7<sup>th</sup>  
5 - 8 PM

Kayak!  
iPod Nano!

Weekend at VT home!  
Garmin nuvi 780!

---

**Get Your Tickets NOW**

**From 6<sup>th</sup> Grade Students or Ferns**

---

Supper: Adults \$ 7.00 Children/Seniors \$ 5.00

Regular Raffle: \$1.00 each, or 6 for \$5.00

Golden Raffle: \$ 20.00 each (limited supply!)

## **PLACEMENT OF SIGNS IN ROTARY**

(Policy Adopted by Board of Selectmen May 7, 1991)

(See section 10.3.1 of the General Bylaws)

1. The sign shall be no larger than 2 feet by 3 feet.
2. The purpose of the sign is to promote a local event of general interest to the Carlisle community.
3. The sign is not politically partisan in nature. (Signs such as a notice of town meeting dates or those urging voters to vote are acceptable.)
4. The sign is concise in it's wording so as not to provide a significant detraction from the attention of passing automobile drivers.
5. The period that the sign will be in place is specified. (Typically, permission will be given for periods not longer than one week with possible renewal for a second week.)
6. Only one sign will be displayed during the period requested.



Sixth Grade

Spaghetti  
Supper  
Raffle

♀

Carlisle School  
Corey Dining Room

Tuesday  
October 7<sup>th</sup>  
5 - 8 PM

Golden Raffle prizes  
include:

Kayak!  
iPod Nano!  
Weekend at VT home!  
Garmin nuvi 780!

---

Get Your Tickets NOW

From 6<sup>th</sup> Grade Students or Ferns

---

Supper: Adults \$ 7.00 Children/Seniors \$ 5.00

Regular Raffle: \$1.00 each, or 6 for \$5.00

Golden Raffle: \$ 20.00 each (limited supply!)