

Spaghetti Supper Committee Report Form  
(revised 2006)

**Committee Name:** Publicity Committee

**Chair Names:** Mary-Lynne Bohn, Krista Kallio, Anna Nerenberg

**Summary of Responsibilities:**

- Create & send press releases to *Mosquito & Buzz*
- Create, print and distribute flyers to all students
- Create, print & post color flyers throughout Carlisle
- Create, print, mount & display large posters on sandwich boards
- Create & print newsletter (used in student ticket packets)
- Collect donation info (food, goods, services and raffle prizes) for program & thank you poster
- Create & print program (handed out the night of the supper)
- Create & display "thank you" posters at supper

This year's documents attached in hard copy & on disk.

**Detailed Description of How You Accomplished the Above:**

**Time Line of Duties:**

**June**

- Attended initial Spaghetti Supper chair meeting
- Reserved rotary space for week before the supper. Call (978)369-6136. Town allows one week reservation only.
- Published "save the date" info in the *Buzz* at end of previous school year so that people could get it in their calendars early  
NOTE: *Buzz* press releases are due at noon on the Friday before publication. We submitted the press releases with the graphic, which drew attention to the article.  
*Mosquito* press releases are due at noon on the Monday before publication.

## July/August

- Committee chairs met to create task list. We did this to clearly communicate to committee members their responsibilities, time frames and how each task connected to others.
- We undertook a complete redesign of the Spaghetti Supper logo this year, since the previous look was in place for many years. We also tried to incorporate color into posters and flyers, but managed to defray costs by outputting to local desktop printers or securing in-kind donations. All artwork is included on the disk and may be used for subsequent years if desired. This also included redesign of the raffle tickets, where we streamlined layout to create more space for the users to write and fewer fields to fill out.

## September

- Contacted Publicity Committee members
- 9/4 Submitted press release to the *Buzz*
- 9/7 Submitted press release to the *Mosquito*
- 9/10 Held committee meeting & allowed members to select tasks. NOTE: At least one member should be proficient in computer layout & design.
- Color flyers given to 2 committee members for posting around town.
- 9/12 Completed layout of newsletter. Some articles & info were submitted by other committees (Raffle, Waitstaff), but most of the writing & all of the layout are done by Publicity. The Supper chair contacted committee chairs to submit info. Try to start on the newsletter early, as it's a significant amount of work. Printed at Staples, because it needed to be done over a weekend.
- 9/13 80 copies of newsletter delivered to ticket committee, to be distributed to 6<sup>th</sup> graders with ticket packets.
- 9/14 Met with Kerry Lyons in Central Supply (school's copy center) . She agreed to copy flyers in black & white for distribution to the whole school population later in the week. Discussed deadlines, design, etc of program. She also made B&W copies of the large posters & laminated them for our sandwich boards. The school did this at no cost to us, and donated the white paper for the flyers & the program.

- 9/14 Ordered color sandwich board posters from printer. (School could only produce B&W). We used color posters for sandwich boards at the rotary & school entrance. All others B&W.
- 9/14 Submitted press release to the *Mosquito*
- 9/18 Submitted press release to the *Buzz*
- 9/18 Sandwich boards at school entrance & on 2 private lawns in town center placed on display.
- 9/21 Submitted press release to the *Mosquito*
- 9/28 Submitted press release to the *Mosquito*
- 9/29 Sandwich board placed in rotary

### **October**

- 10/1 Colored paper for program cover delivered to school copy shop. Text & prototype of program delivered to copy shop.
- 10/2 600 programs, compiled & jogged, picked up from copy shop. Folded by committee members over the weekend.
- 10/2 Created "thank you" posters for display at supper. One listed & thanked businesses & individuals who donated to the meal itself, and the other thanked each raffle donor.
- 10/6 Delivered "thank you" posters & programs to cafeteria during setup.
- 10/7 Removed sandwich boards from placements & returned boards to owners

### **Changes/Suggestions:**

**What went well:** We had a large committee (3 co-chairs plus 7 other members). Everyone chose jobs suited to their skills, and were great about offering to help each other. As a result, all the tasks were completed efficiently & promptly. It was also extremely helpful to have a graphic artist on the committee.

**What bombed:** Nothing!

### **Purchasing Requirements:**

2 Large color posters for sandwich boards (approx \$30)– cost donated by committee member

Copying of 80 newsletters – cost donated by committee member

2 pkgs colored copy paper for program – cost donated by committee member

Foam board for thank you posters – cost donated by committee member

## **6th Grade Spaghetti Supper! Tuesday, October 6!**

Hold the date! The Annual 6<sup>th</sup> Grade Spaghetti Supper is Tuesday, October 6, from 5-8 p.m. at the Carlisle Public School. Enjoy a delicious home-made meal, socialize with friends, and support the Carlisle schools. Add to the fun by purchasing regular or Golden raffle tickets. Meal and raffle tickets go on sale the week of September 14 from members of the 6<sup>th</sup> grade class and at Ferns Country Store.

For more information please contact Jenn Albanese at [jdalbanese@comcast.net](mailto:jdalbanese@comcast.net) or Phil Lotane at [plotane@val-legal.com](mailto:plotane@val-legal.com)

## **6th Grade Spaghetti Supper Tickets on Sale!**

The Annual 6th Grade Spaghetti Supper is Tuesday, October 6, from 5-8 pm at the Carlisle Public School. The Class of 2012 will serve a delicious spaghetti dinner complete with homemade sauce, salad, bread, and freshly baked cookies. Tickets are now available from all 6<sup>th</sup> grade students and at Ferns Country Store. Dinner tickets are \$7.00 for adults and \$5.00 for children and seniors.

Add to the fun by purchasing Regular or Golden Raffle tickets. Regular Raffle tickets are \$1.00 each or 6 for \$5.00. Prizes include gift certificates from restaurants and businesses, gourmet food items, and gift baskets. Or go for the gold and purchase one or more Golden Raffle tickets for \$20 each. With prizes valued at over \$250, you could win items like Red Sox tickets, an iPod Touch, or an original painting by a noted local artist. This important fundraiser supports a host of educational events for sixth graders through Middle School graduation.

Great food, great friends, great prizes, and a great cause. Don't miss it!

For more information please contact Jenn Albanese at [jdalbanese@comcast.net](mailto:jdalbanese@comcast.net) or Phil Lotane at [plotane@val-legal.com](mailto:plotane@val-legal.com)

## **6<sup>th</sup> Grade Spaghetti Supper Tickets on Sale!**

Buon giorno! North End cuisine is coming to Carlisle! The 6<sup>th</sup> Grade Spaghetti Supper is Tuesday, October 6<sup>th</sup> at the Carlisle Public School, with continuous seating from 5-8 pm. All current members of the 6<sup>th</sup> Grade class will prepare and serve the meal of spaghetti, home-made sauce, salad, bread, and baked cookies. This important fundraiser supports a host of educational events for sixth graders throughout Middle School, including sixth grade outdoor education, seventh grade play, and graduation festivities. This community event is not just for current sixth grade families - the more the merrier!

Tickets are on sale now from any member of the 6<sup>th</sup> Grade class and at Ferns Country Store. Dinner tickets are \$7 for adults and \$5 for kids and seniors. And the raffle is a great way to add to your fun and support the cause. Regular Raffle tickets are \$1 each or 6 for \$5. These raffle items include a wide array of great prizes including gift baskets and gift certificates to local restaurants and businesses. Golden Raffle tickets are \$20 each and a limited number are available. These prizes are valued at more than \$250 and include Red Sox tickets, an EMS Kayak, an iPod Touch, and a painting by a local artist.

Please contact this year's co-chairs, Jenn Albanese at [jdalbanese@comcast.net](mailto:jdalbanese@comcast.net), and Phil Lotane at [phil@lotane.net](mailto:phil@lotane.net), with any questions you may have.

Don't miss the dinner event of the season! Grazie!

## **6<sup>th</sup> Grade Spaghetti Supper Raffle Donations Needed!**

The Raffle Committee is looking for donations of raffle items. Ideas include gift certificates for restaurants, goods and services, themed baskets and cash contributions. Be creative! Team up with other families or let the Raffle Committee mix and match! No item is too big or too small. For raffle suggestions or more information, please contact Bonnie Sellew at [pbsellew@comcast.net](mailto:pbsellew@comcast.net), Annie Hill at [aj@jacksonhill.com](mailto:aj@jacksonhill.com), or Meri-Sue Nuzum-Clark at [meri-sue@hapidot.com](mailto:meri-sue@hapidot.com).

## **Mangia! 6th Grade Spaghetti Supper Tickets on Sale!**

North End cuisine is coming to Carlisle! The 6<sup>th</sup> Grade Spaghetti Supper is Tuesday, October 6<sup>th</sup> at the Carlisle Public School, with continuous seating from 5-8 pm. All current members of the 6<sup>th</sup> Grade class will prepare and serve the meal of spaghetti, homemade sauce, salad, bread, and baked cookies. This important community event supports a host of educational events for sixth graders throughout Middle School, including sixth grade outdoor education, the seventh grade play, and graduation festivities.

Tickets are on sale now from any member of the 6<sup>th</sup> Grade class and at Ferns Country Store. Dinner tickets are \$7 for adults and \$5 for kids and seniors. Regular Raffle tickets are \$1 each or 6 for \$5 and prizes include gift certificates to local restaurants and businesses. A limited number of Golden Raffle tickets are for sale for \$20 each. Golden prizes are valued at more than \$250 and include Red Sox tickets and an EMS Kayak.

Please contact this year's co-chairs, Jenn Albanese at [jdalbanese@comcast.net](mailto:jdalbanese@comcast.net), and Phil Lotane at [phil@lotane.net](mailto:phil@lotane.net), with any questions. Don't miss the dinner event of the season! Grazie!



## **Last Chance! The 6th Grade Spaghetti Supper is Tuesday!**

Don't miss it! The 6<sup>th</sup> Grade Spaghetti Supper is this Tuesday, October 6<sup>th</sup> at the Carlisle Public School, with continuous seating from 5-8 pm. Members of the 6<sup>th</sup> Grade class will prepare and serve the meal of spaghetti, homemade sauce, salad, bread, and baked cookies. This important community event supports sixth grade outdoor education, the seventh grade play, and graduation festivities for the Class of 2012.

Tickets are on sale at Ferns Country Store and at the door. Dinner tickets are \$7 for adults and \$5 for kids and seniors. Please contact this year's co-chairs, Jenn Albanese at [jdalbanese@comcast.net](mailto:jdalbanese@comcast.net), and Phil Lotane at [phil@lotane.net](mailto:phil@lotane.net), with any questions. This community dinner is not just for sixth grade families - the more the merrier!

September 14, 2009

### Dinner is Served !

Continuous Seating  
5 to 8 PM

### Dinner Tickets

Adults \$7.00  
Children & Seniors \$5.00

### Raffle Tickets

\$1.00 each or 6 for \$5.00

### Golden Raffle Tickets

\$20 each  
Limited availability  
Prizes valued at over \$250

### Ticket Contacts

Michele Robinson  
(978) 287-4666  
Lori Canavan  
(978) 287-4020

## The 6<sup>th</sup> Grade

# Spaghetti Supper News

## Tuesday, October 6 is Spaghetti Supper Day!

In a few short weeks, the Class of 2012 will step up to the spaghetti pot and serve supper to family, neighbors, and friends. This important rite of passage marks both the arrival of fall in Carlisle, and the launching of a new sixth-grade class. The 6<sup>th</sup> Grade Spaghetti Supper is Tuesday, October 6, from 5:00 to 8:00 p.m.

### Educational Extras

With help from all sixth-grade parents, the 6<sup>th</sup> Grade Spaghetti Supper funds the "educational extras" that the Class of 2012 will enjoy over the next few years, including sixth grade outdoor education, seventh grade play, and graduation activities. The participation of all parents ensures the success of this endeavor, and serves as an opportunity to work side-by-side with the kids – and the school community – toward a common goal. And, who doesn't like spaghetti?

### How to Volunteer

Still need to volunteer? Please contact this year's co-chairs, Jenn Albanese at [jdalbanese@comcast.net](mailto:jdalbanese@comcast.net), and Phil Lotane at [phil@lotane.net](mailto:phil@lotane.net), and they will help you find a task or contribution that fits your availability. Please also feel free to contact the co-chairs with any questions you may have.

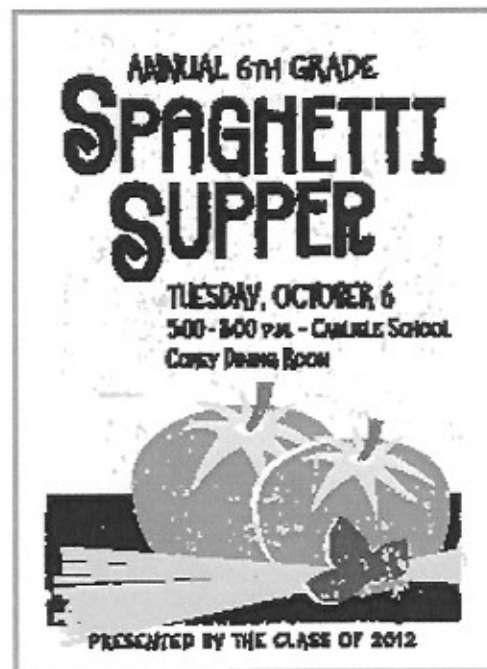
See you there!

## Raffle Items Needed

The Raffle Committee is looking for donations of raffle items!

Ideas include gift certificates for restaurants, goods and services, themed baskets and cash contributions. Consider a donation from your company, a family donation, or collaborate with another 6<sup>th</sup> grade family on a group item. We can bundle smaller donations, so no item is too small! Thank you!

Contact Bonnie Sellow at [pbsellow@comcast.net](mailto:pbsellow@comcast.net), Annie Hill at [aj@jacksonhill.com](mailto:aj@jacksonhill.com), or Meri-Sue Nuzum-Clark at [meri-sue@hapidot.com](mailto:meri-sue@hapidot.com).



## Would you like a Beverage with your Meal?

The Beverage Committee is actively seeking donations of bottled water, juice boxes or in-kind gifts for the purchase of beverages for the Spaghetti Supper.

If you know of anyone connected with a beverage company or distributor – we will contact them! Or, if you would like to donate a case, we will pick it up!

Please e-mail Hans Bohn at [hansbohn@comcast.net](mailto:hansbohn@comcast.net) or Ian Sampson at [iansampson@comcast.net](mailto:iansampson@comcast.net) with your leads.

## Calling all Sixth Graders as Wait Staff

Sixth graders, this is your chance to participate in the most important fundraiser for your class! Each of you will be assigned as Wait Staff to Shift 1 or Shift 2. Good news: you do not need to purchase a ticket to eat dinner. Your meal is free because you are working!

### First Shift

Arrives and checks in at 4:30 pm, serves from 5-6:30 pm, eats supper and goes home.

### Second Shift

Arrives and checks in at 5:45 pm, eats from 5:45-6:30 pm, serves from 6:30-8:00 pm, and goes home.

### Shift Assignments

In late September, 6<sup>th</sup> graders will be assigned to a shift, receive Wait Staff instructions, and participate in a training session.

### What to Wear?

Girls should wear a black/dark skirt, or black/dark khaki slacks, and a white-collared blouse.

Boys should wear khaki or black slacks and a white-collared shirt.

No jeans or T-shirts, please! For safety reasons, wear sneakers!

### Wait Staff Drop-off

Students should be dropped off for Wait Staff duty at the BACK of the school building at Art Room Door #7 (signs will guide traffic). Please do not enter through the dining room entrance and leave all bags, books, coats, etc. at home.

If you have questions, contact Otto Judicke (978) 287-4845 or Peg Gladstone (978) 246-6793.

## Questions and Answers

### Question:

What are the expectations for ticket sales?

### Answer:

Sixth graders should contact friends, family, and neighbors as soon as possible to sell dinner and raffle tickets.

The 6<sup>th</sup> Grade Spaghetti Supper is a community-wide event, not just for 6<sup>th</sup> grade families. The more tickets our 6<sup>th</sup> graders sell, the more money they raise for Class of 2012 events.

### Question:

What Golden Raffle items have been donated?

### Answer:

Golden Raffle items donated to date include: Red Sox tickets with a signed baseball, an iPod Touch with iTunes gift card, Bruins tickets, and a painting by a noted local artist.

### Question:

What are some examples of Regular Raffle items?

### Answer:

Regular Raffle items already donated include: a gift certificate for Vintages Adventures in Wine

Shop, tickets to the Museum of Science, an American Girl doll, and gourmet food items.

In the past, gift certificates to restaurants such as Atlantic Sea Grill, Papa Gino's, Vincenzo's, and Dalys have been well received. Also, gift certificates to Sports Authority, The Concord Book Shop, AMC Theatres, Soccer Stuff, and other local businesses have been popular with children.

If you are donating a raffle item, no item is too big or too small. The Raffle Committee can mix and match donations as necessary.



## Spaghetti Supper Committee Task List

| Task  | Responsibility   | Date Due/Status                          | Comments  |
|---|--|--|---|
| Design new logo and submit to committee chairs for approval   | Mary-Lynne   | Complete                                 |   |
| Write press releases for the Mosquito   | Krista   | Pub. dates:<br>9/11, 9/18,<br>9/25, 10/2 |   |
| Write press releases for the Buzz<br>1 <sup>st</sup> publication<br>2 <sup>nd</sup> publication   | Mary-Lynne<br>Krista   | Pub date:<br>9/10<br>9/24                |   |
| Flyers (for all children in school) <ul style="list-style-type: none"> <li>• Design</li> <li>• Print</li> <li>• Sort</li> <li>• Distribute</li> </ul>   | Mary-Lynne<br>Anna<br>Eileen<br>Anna                                 |  |   |
| Small Signs (to be posted around town) <ul style="list-style-type: none"> <li>• Post signs at in-town locations and collect after event</li> </ul>  | Bob and Anina  |  | Locations: Library, Ferns, Transfer Station, Kimballs, Town Hall, Preschools, Churches, Sleeper Room, School, Tot Lot, Other.   |
| Posters (sandwich board size) <ul style="list-style-type: none"> <li>• Design</li> <li>• Reserve rotary</li> <li>• Print and laminate</li> <li>• Pick-up sandwich boards, mount posters, and place in location. After supper, remove sandwich boards and return to owners.</li> </ul>   | Mary-Lynne<br>Anna<br>Anna/ML<br>Committee of 2:<br>Farshad and Enio |  | -At rotary and cafeteria (can double as the parent night sign for raffle committee)<br>4 sandwich board signs: (1) school entrance (2) Chelton (3: double-sided) Ratcliffe<br>-Budget consideration: might want 2 color posters (rotary and in front of school) and do rest in BW<br>-We are allowed to reserve rotary for 1 week. We have it from 9/29-10/6. |
| Create newsletters <ul style="list-style-type: none"> <li>• For 9/14 distribution</li> <li>• For later distribution</li> </ul>  | Krista/Ted<br>Krista/Ted   |  |   |
| Program <ul style="list-style-type: none"> <li>• Compile information for program</li> <li>• Lay it out</li> <li>• Finalize and Print</li> <li>• Organize program folding</li> <li>• Make thank you posters: 2 are needed: one for food/event donors(i.e. beef, decorations, apron loan), and one for golden raffle donors.</li> </ul> | Laura Scarbro  |  | <ul style="list-style-type: none"> <li>• If needed, Mary-Lynne will format.</li> <li>• 600 programs.</li> <li>• Touch base with copy shop at the school to make sure they can print when needed.</li> </ul>   |

## **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.