

## 2010 Spaghetti Supper Committee Report Form

### Publicity Committee

Committee roster: Chair – Nancy West; Members – Nicole Pinard and Nancy Szczesniak

#### SUMMARY OF RESPONSIBILITIES

- Draft and send notices to the *Mosquito*, the *Buzz*, and the weekly CSA email (which goes out to all CPS households via room parents)
- Design, print and distribute flyers to all CPS students
- Design, print and place full-color posters at various venues in town
- Design, print and place large sandwich board posters
- Design, draft and print newsletter to be included in sixth graders' ticket packets
- Design, draft and print program to be handed out to supper attendees
- Design, print and display thankyou posters at supper

#### TIME LINE

##### Late spring

- Attend initial Spaghetti Supper chair meeting
- Reserve rotary space for the week leading up to the Spaghetti Supper by calling Town Hall at 978-369-6136.
- Submit "save the date" notice to the school year's final Buzz and CSA room-parent email

##### Late August/September

- Submit notice for the school year's first Buzz
- Plan rollout of *Mosquito* press releases. Have your first release run in the first issue of September and then plan to run about four more releases prior to the event (which may or may not mean every consecutive issue, depending on how many Fridays fall before the event). See attached examples of press releases.

##### Early September

- Meet with Kerry Lyons at CPS to request her help with print and distribution of materials. Given 3-4 days lead time, she has in past years been willing to print all of the following pieces (note that Kerry wants hard copies rather than electronic files for anything she is going to print):
  - flyers to go home with all CPS kids (she took care of distribution as well; you'll need to supply the colored paper)

- Newsletters for sixth graders' ticket packets
- Sandwich board posters (because we did 2-color rather than full-color; she cannot print full color)
- Programs (you'll need to supply color paper for the covers)
- Thankyou poster for event (thanking food donors, but not raffle donors)

Therefore, the only printing that we had to take care of ourselves was the full-color posters.

- Find out when Ticket Committee plans to hand out ticket packets to sixth graders (usually about 3 weeks prior to event) and work back from then to figure out schedule for newsletter design and copying. Newsletter was redesigned in 2010 and should be easy and straightforward to produce if you use the same file.
- You should then be ready to start producing all of the above except the program, which needs to be done after the Raffle Committee has established the list of raffle prizes and donors.

### **3-4 weeks prior to event**

- Maintain schedule of submitting weekly CSA room-parent email and weekly press releases for the *Mosquito*.
- Submit a notice to the October Buzz.
- Finish designing and printing flyers (which should be sent home with all CPS students 2-3 weeks prior to event).
- Finish designing and printing color posters (which should be posted about 2 weeks prior to event).
- Finish designing and printing sandwich board posters (which should be placed about 2 weeks prior to event, except the one for the rotary).
- As you schedule your release of flyers and posters, confirm with the Ticket Committee the date that sixth graders will stop selling tickets, which in our case was about 6 days before the event (after that date, tickets are still available at Ferns Country Store). Be sure your messaging aligns (i.e., the final *Mosquito* press release should say "buy tickets at Ferns" rather than "from any sixth grader").
- Procure sandwich board set-ups (currently they are housed by Kevin Brown and Cathy Moore)

We posted posters in the following locations:

- Red Balloon
- Noah's Ark
- Library
- Post office
- Ferns
- Transfer Station
- Kimballs
- Town Hall
- Diment Park (tot lot)
- Sleeper Room (Carlisle Village Court)

We placed our sandwich boards at the following locations:

- Entrance to CPS
- Ryders' lawn, Lowell St.
- Nashes' lawn, Concord St.
- Rotary

#### **7-10 days prior to the event**

During this time period, you should work on getting the programs ready to print. The programs are the biggest challenge because the Raffle Committee continues procuring items for as long as they can, and yet you need the list of donors/items to print in the program. Work with them to figure out a reasonable deadline. It's very hard not to cut this close (we printed programs the Friday before the event) because, of course, the more raffle items, the better. Ideally, the Raffle Committee should even have time to proof the program, but I don't know if this has ever happened. Be prepared for the necessity of accommodating last-minute add-ons to the raffle. The important thing is to communicate with the Raffle Committee ahead of time about what information they can give you when.

- For the programs, you'll need the following information:
  - List of all sixth graders (available from Claire Wilcox, Assistant to the Superintendent)
  - List of sixth grade teaching team (teachers + aides; available from Claire Wilcox)
  - List of food services staff (available from Susan Robichaud, Director of Food Services)
  - List of building & grounds staff (available from Dave Flannery, Director of B&G)
  - List of food donors (available from Spaghetti Supper chairs)
  - List of raffle items and donors (available from Raffle chairs)
- Once you've confirmed the complete list of raffle items/donors and list of food donors, you can produce the two thankyou posters.

- Ask Kerry Lyons to print the programs the day before the event, and then be sure you have a plan to get them to the door before it starts!
- Give the thankyou posters (one for food donors and one for raffle donors) to the decorating committee to post in the Dining Room

**After the event:**

- Remove sandwich boards from their locations
- Submit a letter of thanks to the *Mosquito*

**Recommendations:**

We ran our entire publicity committee with just three members, and that was enough in our case. The fewer people you use, the more "manpower" you are freeing up for other committees, so it's great if you can do this with few people. The skills most useful to this committee are graphic design, copy editing, writing, and desktop publishing, as well as a willingness to do some legwork such as running items up to the school's copy center and getting printed materials to wherever they need to be, posting posters, etc. It's a great committee for people who want to be essentially done with their work when the day of the event arrives! It's also good for parents on a tight schedule who prefer tasks they can do on their own time.

**Expenses:**

Because of the willingness of the CPS copy center to print b&w materials for us, and because a committee member donated the cost of color printing for the posters, the only cost we incurred was for color paper for the program covers and the flyers (\$24). Note that the *Mosquito* does not charge to run press releases and letters (i.e., the thankyou letter after the event). Display ads, on the other hand, are more eye-catching and also a nice way to support the *Mosquito*, so if the budget allows, you might want to pay for a little bit of advertising, although this year we did not.

## 2010 Spaghetti Supper press releases printed in the Mosquito

### **Carlisle Mosquito: 9/10/10**

Save the date - This year's Sixth Grade Spaghetti Supper is scheduled for Tuesday, October 19 from 5-8 p.m. in the Corey Dining Room at the Carlisle Public School. This decades-old annual tradition gives everyone a chance to meet and mingle with friends, neighbors and fellow school community members while the sixth graders serve a delicious spaghetti dinner. You can also enter the raffle to win fantastic prizes including unique gift baskets, gift certificates, novelty items and more. Meal and raffle tickets go on sale later this month and will be available from members of the 6<sup>th</sup> grade class as well as at Ferns Country Store. Mark your calendar now -- don't miss out on this unique small-town fundraiser and community event!

### **Carlisle Mosquito: 9/24/10**

Why make dinner? Bring your family to the Sixth Grade Spaghetti Supper! This annual event featuring dinner served by Carlisle's Class of 2013 is scheduled for Tuesday, October 19 from 5-8 p.m. in the Corey Dining Room at the Carlisle Public School, with a menu of pasta topped with tasty homemade sauce, fresh salad, warm bread and delicious cookies for dessert. Add to the fun by purchasing Regular or Golden Raffle Tickets! Items to be raffled off include gift baskets from area vendors, services, classes and high-end luxuries. Watch for more details to come soon. Tickets for both the dinner and the raffle will be available later this month from any Carlisle sixth grader or Ferns Country Store.

### **Carlisle Mosquito: 10/1/10**

SPAGHETTI SUPPER: OCTOBER 19<sup>TH</sup> FROM 5 TO 8 P.M. IN THE COREY DINING ROOM AT THE CARLISLE PUBLIC SCHOOL - Mark your calendars for the evening of October 19<sup>th</sup> and buy your tickets now to take part in a timeless Carlisle tradition -- the Spaghetti Supper! This fundraiser for the CPS class of 2013 is a great way to get together with other members of the community while enjoying a delicious, carefully prepared and charmingly served meal of salad, spaghetti, homemade sauce, rolls and dessert. Purchase tickets from any sixth grader or at Ferns Country Store. Adults \$8; children and seniors \$5.

Raffle tickets for the Spaghetti Supper are going fast -- and it's no wonder! Fabulous items to be raffled off include a Kindle, BC Football Tickets, a Kimball Farm Family Fun Pack, a Boston Sports Clubs 15-day membership, and Gift Certificates from business including Marx Running Store, Cheese Shop of Concord, Soccer Stuff, Brine's Sporting Goods, French Lessons, 99 Restaurant, and more! Items included in the Golden Raffle (for which a limited number of tickets are sold) are even more spectacular: you could win use of a Killington ski house, a Kayak, Red Sox Tickets, Patriots Tickets, an iPad, 100 gallons of heating oil from Concord Oil, a Summit Health & Fitness 3-month trial membership or an Elite Hair Design Day of Beauty. Regular raffle tickets are \$1 each or 6 for \$5; Golden Raffle tickets are \$20 each.

### **Carlisle Mosquito: 10/8/10**

Tickets are going fast for the Sixth Grade Spaghetti Supper and raffle -- purchase yours now! Scheduled for Oct. 19 from 5 to 8 p.m., the Spaghetti Supper is a timeless tradition that draws in our whole community for an evening of multi-generational fun and great food, served by the sixth graders of the Carlisle Public School. This annual event raises money that the sixth grade will use for events throughout their middle school years. Dinner includes spaghetti with homemade sauce, rolls, salad, dessert and

beverages. Items to be raffled off range from gift certificates, classes and Patriots tickets to a Kindle, an iPad and a kayak! Buy meal tickets (\$8 for adults; \$5 for students/seniors), raffle tickets (\$1 each or 6 for \$5), and Golden Raffle tickets (\$20 each; only 300 will be sold) from any CPS sixth grader or at Ferns Country Store.

**Carlisle Mosquito: 10/15/10**

Don't forget the Sixth Grade Spaghetti Supper on Tuesday, Oct. 19 in the Corey Dining Room at the Carlisle Public School -- continuous seating 5 to 8 p.m.! Meal tickets and raffle tickets still available at Ferns Country Store or at the door. Dinner tickets are \$8 for adults, \$5 for children/seniors. Raffle tickets are \$1 each or \$5 for a book of 6, and \$20 for each Golden Raffle Ticket. We'll see you there!

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### Letter to the editor: Spaghetti [Back to messages](#)

## Supper thanks

Nancy West  
To Mosquito

10/18/10  
Reply

Hi All,  
I wrote this letter on behalf of the chairs so it has their name rather than mine at the end. Thanks.  
Nancy

To the editor:

As co-chairs of this year's Sixth-Grade Spaghetti Supper, we would like to thank the many people who helped make this annual event a great success once again in bringing the community together and raising funds to support the students' upcoming class trips, plays and graduation expenses. To everyone who supported the sixth graders' efforts by purchasing meal and raffle tickets as well as joining us that evening, we thank you all.

We would like to acknowledge the many parents who gave of their time, energy, ideas and financial support over the last several months as we planned the supper. We also owe a huge debt of gratitude to the school faculty, administration, and staff who, in countless ways, encouraged and supported the students and us.

Finally, we would like to thank the sixth-grade students. When it was time for them to take on the responsibility of selling tickets and, on Tuesday evening, of serving as wait staff, they did it with enthusiasm, energy and focus. These young people understood the importance of the Spaghetti Supper and directed their energies accordingly. Their efforts put the crowning touch on an event that took months of preparation but was well worth all the effort. Great job, Class of 2013!

2010 Co-chairs:  
Kris Gines-Farrow  
Pat Simon  
David Scheinberg

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