

2011 Spaghetti Supper Committee Report

Publicity Committee

Committee Members: Ann Marie Durlacher, Stan Durlacher

PUBLICITY TASKS: *All Graphic Designs are on 2011 Disk Included

- ❖ Draft and send press releases to the Mosquito, the Buzz, and the weekly CSA email (sent to CPS households via email by the room parents)
- ❖ Design, print and distribute flyers to all CPS students
- ❖ Design, print and post full-color posters at strategic locations in Carlisle
- ❖ Design, print and place large sandwich board posters at strategic locations in Carlisle
- ❖ Design, draft and print newsletter for inclusion in sixth grade ticket packets
- ❖ Design, draft and print program to be handed out at the supper
- ❖ Design, print and display thank you posters with donor names at supper

TIMELINE:

Late Spring

- ❖ Attend initial Spaghetti Supper Chair meeting
- ❖ Reserve Rotary space for the week prior to the Supper. Call Town Hall at 978-369-6136
- ❖ Submit "Save The Date" notice to the school year's final Buzz and CSA's weekly email to room parents.

Late August/September

- ❖ Submit notice for the Buzz's first edition
- ❖ Have the press releases ready for the Mosquito ahead of time so they're ready to submit when the time is right. First release in the beginning of September, then four more prior to the Supper - depending on how many Fridays before the event. There are examples of releases in the book as well as on the disk provided.

Early-Mid September

- ❖ Meet with Kerry Lyons: Kerry is in charge of printing all materials at the school. She will be responsible for printing up all newsletters, flyers, posters, and programs - she's very gracious about helping out, not part of her job description. We were very grateful to her and gave her complementary tickets to the Supper.

- ❖ Kerry needs 3-4 days notice to print the following materials so now's a good time to plan. She prefers to get hard copies that can be sent from the computer to the printer. Can work off the designs saved on the 2011 disk and reproduce.
- Flyers: Kerry will print and distribute to all CPS kids - to take home early September. We need to provide colored paper to print the flyers.
- Newsletters: Given to ticket committee for inclusion in 6th grade packets - they usually give packets to kids 3 weeks prior to Supper.
- Sandwich Board Posters: Kerry can only do 2 colors. May want to get printed yourself if multi-colored. We put signs up two weeks prior to event.
- Programs: these will be passed out at the Supper. Need to supply colored paper to Kerry for printing.
- Thank you poster: Put up at Supper to thank food donors (not raffle donors).
- Ticket Committee takes care of printing tickets for supper and raffle.

3-4 Weeks Prior

- ❖ Submit the weekly press releases to Mosquito. You can place an ad for \$\$ if you want picture and larger space.
- ❖ Submit a notice/press release to the Buzz for their October edition.
- ❖ Finish flyer and get them to Kerry to print for distribution to classes.
- ❖ Finish 8 ½ x 11" posters for distribution 2 weeks prior - locations to follow.
- ❖ Finish design and print large posters to prepare for sandwich boards (ask Supper Chairs who is storing the boards). They'll be placed two weeks prior to Supper, except for the one for the Rotary, which will be placed only the week before.

2 Weeks Prior

- ❖ Post 8 ½ x 11" posters throughout the town

Possible Locations:

- Red Balloon
- Noah's Ark
- Library
- Post Office
- Fern's Country Store
- Transfer Station
- Kimball's
- Town Hall
- Diment Park
- Sleeper Room (Carlisle Village)

❖ Place Sandwich Boards

Possible Locations:

- Entrance to CPS
- Ryder's Lawn, Lowell St.
- Nash's Lawn, Concord St.
- Durham's (Corner Concord St. and Indian Hill Rd.)
- Rotary - 1 week prior

7-10 days prior thru to the Supper

- ❖ Finish programs for Supper.
 - Coordinate with contact person on Raffle committee and Food Donor committee. They'll supply you with the information to be included in the program. The Raffle Committee continues to procure items for as long as they can so you will be updating information until printing time. Goal is to print programs the Friday before the Supper.
- ❖ Include the following information in the Program (work off designs on files):
 - List of all 6th graders (available from Claire Wilcox, Asst. to Superintendent)
 - List of 6th grade teaching team (teachers and aides; from Claire Wilcox)
 - List of Food Service staff (available from Sue Robichaud, Director of Food Services)
 - List of Building & Grounds staff (available from Dave Flannery, Director)
 - List of Food Donors (available from Spaghetti Supper Chairs)
 - List of raffle items and donors (available from Raffle Chairs)
- ❖ After you have the complete list of raffle items and donors, and list of food donors, you can produce the two thank you posters for display at Event.
- ❖ Ask Kerry Lyons to print the program the Friday prior to event. Have a plan/contact person ready so they get the programs for distribution at the door. **Give Kerry free tickets for the dinner for all her work.**
- ❖ Give the Thank-You posters to the decorating committee to post in Dining Room.

After the Event

- ❖ Remove sandwich boards from their locations
- ❖ Submit letter of thanks to Mosquito

RECOMMENDATIONS:

- ❖ Stay on schedule - better to be ahead than behind!
- ❖ Few people are actually needed for Committee; strong graphic skills and organization is key. One person for graphic work, one for delivery, etc.
- ❖ When in doubt, ask Chairs for guidance.

Carlisle Mosquito: 9/23/2011

Take a night off - bring your family to the Sixth Grade Spaghetti Supper! This annual event featuring dinner served by Carlisle's Class of 2014 is scheduled for Tuesday, October 18th from 5-8 p.m. in the Corey Dining Room at the Carlisle Public School. The menu will include pasta topped with a delicious homemade sauce, fresh salad, warm bread and yummy cookies for dessert. In addition to dinner, you can take part in the yearly Raffle by purchasing Regular or Golden Tickets. Items to win include gift baskets from area vendors, services, classes, and more! The Golden high-end ticket items include such luxuries as an Ipad, Bruin's tickets and a Nantucket getaway. More details to come! Tickets for both the dinner and the raffle will be available later this month and can be purchased by any Carlisle Sixth grader or at Fern's Country Store.

Ann Marie Durlacher
978-371-1460
Publicity: Spaghetti Supper 2011

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 its 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.

TICKETS AVAILABLE FROM 6TH GRADERS OR AT FERNS

CLASS of 2015 ANNUAL 6TH GRADE

SPAGHETTI SUPPER

*An
Evening
in Tuscany*

TUESDAY, OCTOBER 16

5:00 - 8:00 P.M.

CARLISLE SCHOOL

COREY DINING ROOM

ADULTS: \$7

CHILD/SENIOR: \$5

GLUTEN-FREE OPTION

AVAILABLE



This is an event sponsored and operated by 6th grade parents and their children, not nutritionists or dieticians. Therefore, if you or your child(ren) have significant allergies to certain foods, by purchasing the food and participating in this event, you assume any risk that you or your child(ren) would have an allergic reaction to the food.