

Decorations Committee

Committee:

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Tracy Malone, Chair

The committee initially met in early September in the cafeteria to brainstorm, we each took on a few tasks, and then met again to put together sample of the centerpieces and make final decisions on what still needed to be done. It definitely helped us to be able to look at the space while planning and take measurements. We decided beforehand that we wanted to use the Pastene sauce cans to decorate with so the sauce committee washed all of them for us and had them ready to go.

Centerpieces: We put our centerpieces on plastic gold chargers. We used the Pastene cans as vases for sunflowers. Some were left over from previous years but we did have to purchase additional ones. We put the table numbers in San Pellegrino bottles using the plastic cardholders found in floral bouquets.

Windows: We mounted 16 vintage Italian travel posters onto black craft paper and hung these using poster putty on every other window. We also had small wooden planes hanging above the windows. These were tied with clear fishing wire and hung using pushpins on the tackable surface on the soffit that borders the window wall. We decided against huge murals along the windows as the flameless paper is very pricy (\$100/roll) and the travel posters were a new themed idea.

Columns: We hung signs w/ arrows labeled with different Italian cities and the distance away they were. "Rome 15 km"

Bulletin boards: We covered the 2 large bulletin boards in the rear of the cafeteria with brown craft paper. Then we decorated them with vintage Italian maps, enlarged passport covers, enlarged passport stamps, and some additional Italian food posters.

Entranceway: We used the already-built (in shed) white lattice to screen the trash barrels and recycle bins, & hung brown craft paper on the lower end to cover any view of the barrels/bins. There were three lighted plants in the shed from previous years so we used these in front of the trellises. The podium was borrowed from the auditorium. Decorations in the entranceway consisted of vintage suitcases with Italian baggage claim tags on them, any additional plants and Pellegrino bottles we had, and a sign that read "Now Boarding Flight 2015" to go along with our travel theme.

Photo Booth: There was an Italian themed photo booth set up in the lobby. Guests could take their photo under a lighted pergola using props with their cellphones. This was a helpful distraction (especially for those with young children) during the wait.

Lobby: Two tables were set up in the lobby, one for tickets and one for the raffle. We also had two hibiscus plants on either side of the raffle table, which we had borrowed for the night. Decorations supplied tablecloths for these.

We met the afternoon before the event to cover all the tables. We used a 300 ft. roll of plastic covering and duct tape to keep it in place. This was just enough to cover all of the tables used for eating but we did need an additional roll for the beverage table, raffle table, and ticket table. Just covering the tables took us about 2 hours.

I think we all slept better having covered the tables the day before. The day of the supper, the committee started decorating at around 9:00 and finished at around 3:00.

Coordination:

Table layout can certainly be re-used year to year. David Flannery must approve layout, and committee should get his approval the week prior.

Waitstaff then needs the table layout to appropriately staff the tables with servers. We asked 6th graders to wear white shirts and black pants/skirts (if possible) to keep things simple. We also asked that adults wear all black and white to be easily spotted that evening. (aprons are black, and are reused each year)

Trash also needs to see room layout for trash/recycling layout.