



Summary of Event

Event Form

Council 10762

Event Name: Breakfast with Santa

Date of Event: December 6, 2015

Location: Arizona Room, St Pius X

Food Served: Regular Community Breakfast

Income: \$1118.00

Expenses: \$642.95

Net: \$475.05

Decorations: \$210.47 Food:\$238.75 Toys: \$73.51 Santa Stockings:
\$98.37 Printing: 14.85 Arts&Crafts:\$7.00

Number in Attendance: 282 The following is as estimate
Adults 157 (Incls 28 at the door) Children: 80 (pd) Free: 45
Number of Helpers: 40 (plus) Set-up, Serving, & Clean-up

Chairman Comments:

Thanks to the many who helped on the floor, in the kitchen, Arts and Crafts, and behind the scene. Santa and his helpers did an outstanding job. The event was a success and we learned many areas could be improved as indicated below

TICKETS: An additional 20 –Children \$2 tickets are needed making it a total 100. 50 Free tickets would be helpful to keep count of those under 5 years old. A cut off date is needed for ticket sales. Also, we might consider a double priced ticket for those who want a ticket at the door.

ADVERTISING: All advertising should be done at least two months in advance. Cut off date plus a comment that the “Price for tickets sold at the door is twice the normal cost!” should be on all PR.

START TIME: Only helpers should be allowed in the Arizona room prior to opening doors. Control at the entrance is needed so that just a few workable amount of guest are allowed in at one time. Guests without tickets need to be asked to wait until all with tickets enter.



Pre-Event Planning Form

Event Form

Council 10762

Submit this form to Bob Messenger for the Council Newsletter and for advertising in the Church PowerPoint presentation and/or Community News. Submit the form to bmessenger@kofctucson.com or bring a copy of the form to the Council Meeting.

Event Name: Breakfast with Santa

Date & Time of Event: Sunday, Dec 6, 2015 @ 10 AM

Number Volunteers Needed: 20

Location of Event: Arizona & Meeting Rooms St Pius X

Menu: Full Special Breakfast

Contact information: PGK Joe Gulotta 396-3070

Expected Number of Guests: 190 Adults, 75 Children, & 30 at the door Total 295

Expenses: Santa Gifts: \$200, Food Cost \$300, Arts & Crafts \$100, Decorations \$200, Misc \$150

EXPENSES TOTAL: \$ 950

Income: 220@\$6 75@\$2 30 Free

INCOME TOTAL : \$1470

BUDGET: (Need adjustment short \$500) EXPECTED PROFIT : \$ 520

Areas of Responsibility: Check Final Summary Report on the Website for 2014. There are no changes. If there are suggestions please contact me.

Team Leaders: Az Room: Goddard & Keaney; Santa: Pennisi; Gifts: Blanchard; Santa Helpers: Ms Sweet & Messenger; Photos: Dan Pinda; Arts&Crafts: Ms Pinda & Falgiano; and PR: Gulotta & Messenger

Schedules:

Date PR to Kim – Power Point & Community News 10/26/2015; 1 November Newsletter;

Tickets to be made available for sale on 10/25/2015 Cut-off Date for purchase: 11/23/2015

Seating Set-up has been given to Teri.

**Joe Gulotta
Chairman**

Budget: _____ Expected Profit/Loss _____

Needed Information: Date Power Point and Community News articles are to appear.
Ticket cost, cut-off date, dress code, Room set up with numbers of Tables and Chairs needed,
and any additional information.

Santa should arrive at 11:30 AM instead of Noon.

SET UP: Should always be for the maximum seating. (300) Tables should be numbered and numbers drawn for that table to visit with Santa. Cuts down on the long line and helps control picture taking. Maybe a roped off area should be used. An usher should be assigned that job.

TOYS: Get only toys that can be for either boys or girls. Increase the number of toys and Santa stockings purchase by at least 20% based on final ticket sales. Also purchase Candy Canes to be handed out by Santa's Helpers prior to Santa's arrival. We were short about 10 toys. There were no Santa Stocking left over.

KITCHEN: As a backup on the numbers that attended we need to count the plates used.

MISC: Insure that table coverings and other items needed are on hand prior to set up date. (For example, Carrots for the noses of snow men that are used for table decorations.)

PGK Joe Gulotta

Chairman

Attachments:

PreEvent Summary

Expense & Income Report

Arts & Crafts Summary

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Summary of Event

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Council 10762

Event Name: Breakfast with Santa **Arts and Crafts**

Date of Event: December 6, 2015

Overall, the Arts and Crafts for the Breakfast with Santa were a success. With some areas we can try to improve on.

Lessons Learned:

1. We should have figured a way to keep a steady flow of children coming in instead of getting deluged with so many at one time but it worked and a good time was had by all. Maybe have an announcement during breakfast to let the kids know there are arts and crafts and then assign a few table at a time to go to do them. It seemed that the arrival of Santa was changed to an earlier time which caused some havoc at the end.
2. Since some children did more than one kit it was hard to determine how many kids participated so maybe next year we could have someone there to count how many kids participated.

Expenses

There are some small expenses to be submitted and we will make sure they are done for reimbursement for some supplies and a Storage Bin by both Kim and I.

My total expense was for \$7 for a bin I purchased to store the Arts and Crafts left over.

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Number in Attendance: Total (Apprx).

Number of Helpers: 6

Lupita Martinez (Knight Tony Martinez's wife)

Kim Pinda (Knight Dan Pinda's wife)

Mary Pinda (Knight Dan Pinda's Daughter)

Abby Shows (Knight Fred Falgiano's Grand Daughter)

Vickie Steenbakker (Grand Knight Dutch Steenbakker's wife)

Liane Falgiano (Knight Fred Falgiano's wife)

Kim and Mary Pinda helped with the preparation including sorting, counting painting and bagging puzzle pieces for wreaths and assembling the kits. This year the parents were very helpful with assembling the kits with their children too.

Liane Falgiano