

EXHIBIT “A”

PAHOKEE HIGH SCHOOL ALUMNI PICNIC Event Proposal and Preliminary Budget

Event Overview

Following the tremendous success of the inaugural Pahokee High School Alumni Picnic in 2025, the PHS Alumni Committee proposes to establish the Alumni Picnic as an annual community tradition held in conjunction with Pahokee High School Homecoming Weekend. Aligning the event with Homecoming will provide alumni, former residents, students, and families with an opportunity to reconnect, celebrate Blue Devil pride, and participate in a weekend dedicated to honoring the rich history and legacy of Pahokee High School.

The PHS Alumni Committee extends its sincere appreciation to the Mayor and City Commission for their leadership and support in making the 2025 Alumni Picnic a success. Their commitment to community engagement helped create a memorable event that brought together generations of Pahokee graduates and residents.

As planning moves forward for 2026 and future years, the independent PHS Alumni Committee will continue collaborating with City of Pahokee and will actively engage community partners, local businesses, schools, churches, civic organizations, and sponsors to enhance participation, expand programming opportunities, and ensure the long-term sustainability of the event.

To ensure consistent messaging, branding, and coordination, all event-related promotional materials, including flyers, advertisements, social media content, sponsorship solicitations, and other marketing materials, shall require joint review and approval by both the PHS Alumni Committee and designated City staff prior to distribution or publication. No promotional materials representing the Alumni Picnic shall be distributed by either the PHS Alumni Committee or the City independently without the approval of both PHS Alumni Committee and the City approving.

The annual Alumni Picnic will serve as a signature community event that promotes civic pride, strengthens alumni connections, supports local economic activity, and celebrates the traditions that make Pahokee unique.

2026 Proposed Event Information

Event Name: Pahokee High School Alumni Picnic

Date: Saturday, September 26, 2026

Location: MLK Park

380 DR MARTIN LUTHER KING JR BLVD E

Projected Event Hours: Set up: 7am -11am, Event Start: 12:00 PM – 7:00 PM

Expected Attendance: 500–1,000 attendees

Participation Fees

All Alumni Picnic participation fees, vendor fees, and other event-related payments shall be collected by the City of Pahokee during normal business hours at City Hall. Payments may be made at the front desk and will be processed in accordance with the City's established financial procedures. The City will issue receipts for all payments received and maintain records of collected funds to ensure proper accounting and transparency. Registration and fee deadlines will be established and communicated as part of the event planning and promotional process.

**The City of Pahokee is expected to obtain necessary law enforcement, liability insurance, permits to the extent necessary and fire rescue services.*

Alumni Class Registration

Each graduating class wishing to reserve designated space during the picnic shall pay:

Class Space Fee: \$100 per class

The registration fee secures a designated area for the class and assists with event operational expenses.

Vendor Registration

All vendors wishing to participate in the Pahokee High School Alumni Picnic must submit a completed City of Pahokee Event Vendor Application along with the applicable vendor fee. Vendors are also required to provide any supporting documentation required by the City, including but not limited to business licenses, permits, certificates of insurance, health department approvals, or other documentation deemed necessary based on the nature of the vendor's operations. Applications will not be considered complete until all required forms, supporting documents, and fees have been received and approved by the City.

Vendor Fee: \$100 per vendor

Payment Deadline

Class registration fees, vendor fees payments shall be due no later than:

September 5, 2026

(21 days prior to the event)

No spaces will be guaranteed without payment.

Family and Children's Activities

Proposed Attractions

Bounce Houses

- Two inflatable bounce houses
- Estimated rental cost: \$700 - \$800 total

Budget Estimate: \$1600

Stationary Games

Examples include:

- Ring Toss
- Corn Hole
- Giant Connect Four
- Giant Jenga
- Sack Races
- Hula Hoop
- Tug of War
- Bean Bag Toss

Budget Estimate: \$300

Volunteers

The success of the event will depend heavily on volunteer participation.

Volunteer Goal

30 Volunteers

Volunteer Task and Proposed Allocation

- Event setup - 5
- Vendor & Class Representative Check-In /Assistance - 3
- Parking Coordination - 5
- Kids Zone Monitoring – 5
- Water Distribution - 2
- Event breakdown and cleanup – 10

Volunteer Support

Event staff and volunteers will be provided complimentary bottled water throughout the event.

Estimated Cost:

30 Volunteers x 1 case equivalent = \$150

Preliminary Event Budget

Estimated Expenses

Item	Estimated Cost	
Event Tents (2 10x10)	\$200	For Committee and First Responders
Two Bounce Houses	\$1600	
Children's Games & Supplies	\$300	
Volunteer Water & Refreshments	\$150	
Sponsorship/Donation	\$500	
Restroom Trailer	\$2600	
Trash Receptacles & Cleanup Supplies	\$300	
Trophies/Event Prizes	\$600	
Sound System/DJ	\$1200	
Walkie Talkies	\$100	
Account for Fluctuating Prices Due to Advance Planning	\$500	
Estimated Total Expenses	\$8,050	

Potential Revenue

Alumni Class Fees (40 Classes @ \$100)	\$4,000
Vendor Fees (20 Vendors @ \$100)	\$2,000
Previous Year's Remaining Balance	\$2,171.85
<i>Potential Revenue Total</i>	<i>\$8,171.85</i>

Planning Meeting Schedule

Meeting #1

Date: June 1, 2026

Time: 3:30 PM

Meeting #2

Date: June 3, 2026

Time: 3:30 PM

Meeting #3

Date: July 8, 2026 (Tentative)

Time: 3:30 PM

Meeting #4

Date: August 12, 2026 (Tentative)

Time: 3:30 PM

Meeting #5

Date: September 1, 2026 (Tentative)

Time: 3:30 PM

Proposed Event Run of Show Template

1. Opening Remarks – From the PHS Alumni Committee
2. Welcome – Mayor or Commissioner
3. Event Logistics – PHS Alumni Committee
4. Fellowship/Socialize
5. Games/Class Competitions
6. Class Karaoke
7. Game Awards/Prizes Distribution
8. Fellowship/Socialize
9. Closing Remarks – PHS Alumni Committee
10. Alma Mater – Event Ends

Proposed Site Aerial View



Conclusion

The Pahokee High School Alumni Picnic is intended to celebrate the legacy of Pahokee High School while creating a fun, family-oriented event that strengthens alumni relationships and community pride. Through careful planning, volunteer support, vendor participation, and alumni engagement, this event has the potential to become a signature annual tradition for the City of Pahokee and its graduates.