

# 2024 Spooktacular Opportunities

Advertising –

Parade Entry Forms –

Street Closing Notice Distribution –

Road Closure –

Parade line-up and check in –

Festival set up and break down –

Games –

Prizes

Judges –

Costume/Golf Cart Contests –

Treat Bags & Waters –

Music –

Volunteers –

Double J Contributions –

Porta Toilet Scheduling & Delivery –

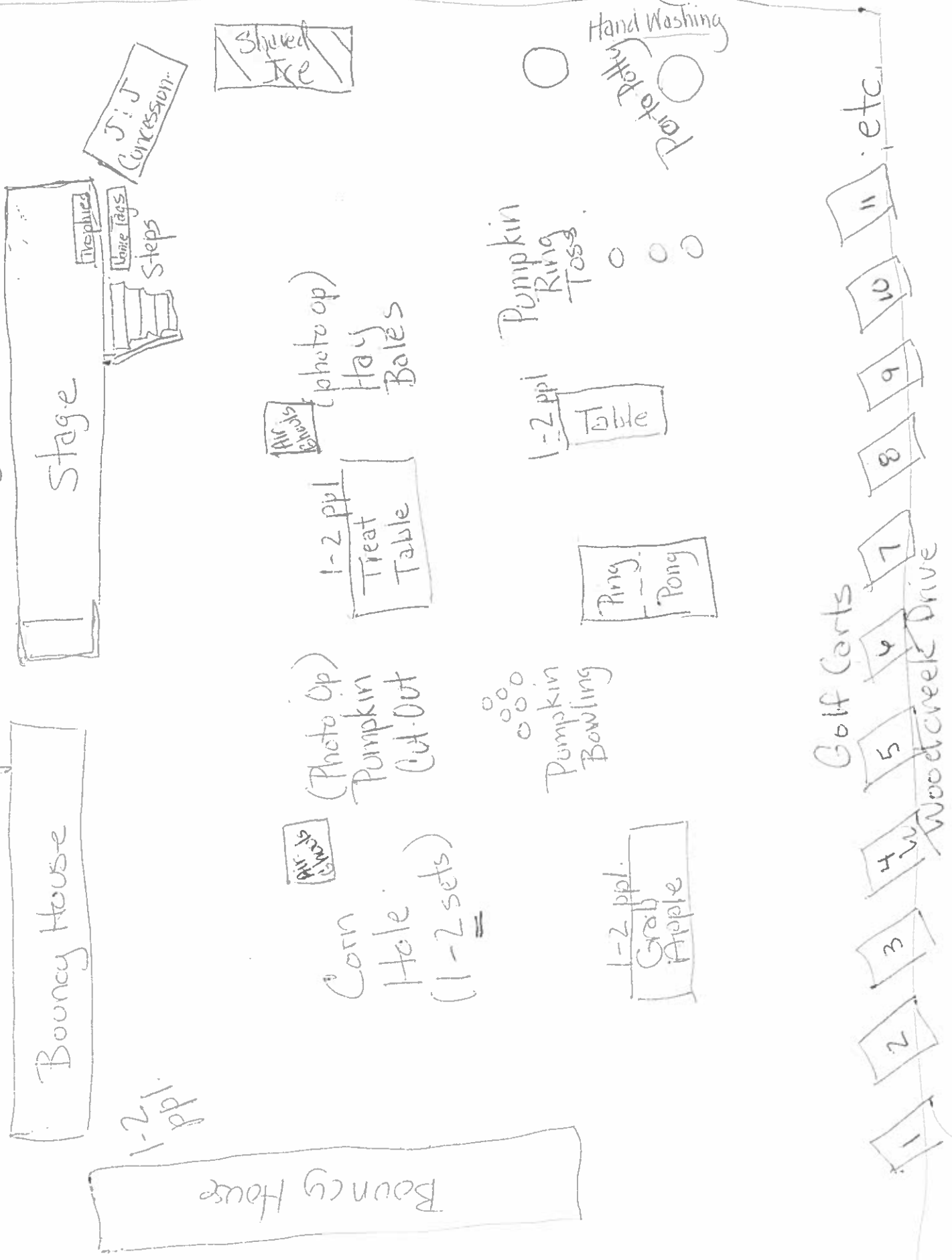
Master of Ceremony –

2 Volunteers @ Inflatables -

Photographer –

Name Tags -

# Spooktacular Layout



Bouncy House

Stage

J&J Concession

Trophies  
Lemon Lays  
Steps

Shred Ice

Photo Op  
Hay Bales

1-2 ppl  
Treat Table

Photo Op  
Pumpkin Cut-Out

Corn Hole  
(1-2 sets)

Pumpkin Bowling

Ping Pong

1-2 ppl  
Grab Apple

Pumpkin Ring Toss

1-2 ppl  
Table

Hand Washing  
Pasta Forks

Golf Carts

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- etc.

Woodcreek Drive

Pro Lane

## 2023 Woodcreek Spooktacular Volunteer List

Sunday, October 29, 2023

### Job

### Volunteer Assigned

#### **Sunday Morning - 1:00 PM**

Set up pumpkin cut out  
Deliver Tables (4)  
Set up Tables (see Diagram)  
Setout barricades  
Oversee Delivery of slide  
Oversee delivery of porta potty  
Set out trash cans from J&J  
Identify area for golf carts  
Ants Poison  
Pick up hay bales - Cody to decide day  
Set up hay bales at locations - Sunday  
Assemble treat bags/cups  
Set up Stage & Steps

Bob Hambrick  
Cody Abney & Justin Camp  
Cody & Justin  
City staff & Bob Hambrick  
Cody & Justin  
~~Becky & Monica~~ - City to Order  
Cody & Justin  
See Diagram of Festival Site  
Cody  
Cody & Justin  
Cody & Justin  
Becky Denton & Monica Rasco  
Cody, Justin & Pat

#### **Sunday Afternoon - 2:00 PM**

Set up Games  
Pick up Ice  
Ice down water  
Fill tub with water for Apple Game  
Deliver chairs for judges  
Pick up two inflatables from Buchmans & set up

Becky & Monica  
Bob  
Bob  
Bob - Use neighbor's hose  
Cody & Justin  
Debra Hines & Chris Grummert

#### **4:30, close off Woodcreek Dr.**

Champion Circle & Woodcreek Dr.  
Brookhollow  
Par View  
Stonehouse Circle  
Woodcreek Dr. & Deerfield

Bob's Volunteers  
"  
"  
"  
Constable plus "

Sound System  
Photography

Jeff Rasco  
Monica Rasco

**Spooktacular Schedule of Events  
October 29, 2023**

- 4:30 PM** Parade Line-up Begins
- 4:30 PM** Close Off Streets
- 4:45 PM** Parade Begins.  
Golf Carts pause in front of gazebo for judging
- 5:30 PM** Open Streets\*  
Festival begins at completion of parade  
Golf carts line-up along Woodcreek Drive  
Golf Cart awards announced  
Costume Awards begin  
Participants are invited as a group by age to platform for judging and awards
- 3 and Under Costumes
  - 4-7 Costumes
  - 8-11 Costumes
  - 12 -17 Costumes
  - Adults & Couples Costumes
  - Pet Costumes
- Trophies are awarded after each category
- 7:00 PM** Festival ends
- 7:01 PM** Clean Up

*Prizes:  
Judges Favorite  
Best of Show - Restaurant*

## 2023 Spooktacular Checklist & Timeline

1. Date: October 29, 2023. Parade lineup at 4:30, parade starts at 4:45, Festival begins when parade arrives at Par Lane site and runs until 7:00 pm.
2. Parade start at Deerfield Dr. & Woodcreek Dr.  
Festival site at Woodcreek Dr. and Par Lane.
3. Committees
  - A. Advertising - Pat Rawlings
  - B. Parade entry forms and sign up - City Office. Include language regarding no jumping from trailer
  - C. Street Closure Notice Distribution - Elizabeth Maurer
  - D. Road Closure - Bob Hambrick
  - E. Parade Line up and check in - Pat Rawlings and Jane Little
  - F. Festival set up and break down - ALL Parks Board Members & any volunteers
  - G. Treat Bags, Games & Prizes - Ruth Ann Gilbert, Becky Denton and Monica Rasco
  - H. Judges - Clip boards, judging slips, carts w/#
  - I. Costume Contest & Prizes
  - J. Water - Bob Hambrick
  - K. Music - Pat Rawlings
  - L. Volunteers - Debra Hines
  - M. Each chair is responsible for enlisting volunteers and reporting their names & contact information to the City Office
4. Advertising
  - A. Reuse posters from last year
  - B. Start date of advertising - October 2nd
  - C. Set out posters on Woodcreek Drive - Oct 9th
  - D. Email to Woodcreek residents
  - E. Woodcreek Nextdoor
  - F. Article in the paper
  - G. Chamber Chat radio show
  - H. Chamber Monday email to members
  - I. Facebook
5. Parade entry forms and sign up
  - A. Use same forms as last year
  - B. City send out forms on October 10th
  - C. City maintain list of parade entrants
  - D. Cutoff for entry & forms signed 10-27-23
  - E. Obtain entry list from City on 10-28-23

6. Street Closure Notice Distribution - Elizabeth Maurer
  - A. City print notice of parade and road closure
  - B. Distribute notice week of 10-23-23 to residents on Woodcreek Dr., Deerfield Dr., Stone house Circle, Par View Lane and Brookhollow down to first Augusta Dr. Use blue painters tape to affix to door
  - C. Email notice to citizens
  - D. Put notice on Woodcreek Nextdoor
  
7. Road Closure - Bob Hambrick (pick up yellow traffic vests from City Office)
  - A. Schedule Constable - City Office
  - B. Set out barriers on street closure points - City and Bob Hambrick
  - C. Closure at 4:30 at Deerfield Dr. & Woodcreek Dr. - Constable
  - D. Closure at Champions Circle & Woodcreek Dr. by golf course to Brookhollow at 4:30
  - E. Open up Deerfield Dr. after parade arrives at Festival site - Constable
  - F. Open up Stonehouse Circle, Woodcreek Dr. to Brookhollow & Par Lane after parade arrives at Festival site. (Have conversation with Bob on use at Brookhollow & Stone House)
  
8. Parade Line Up & Check In - Pat Rawlings & Jane Little - 4:00 PM arrival
  - A. Pick up parade hay bales on Saturday - Cody Abney & Justin Camp
  - B. Cover hay bales with tarps if needed
  - C. Begin lineup and check in at 4:30 PM
  - D. Start parade at 4:45 PM
  - E. Move barriers to open up streets as parade arrives at Festival site (each volunteer will do this)
  
9. Festival set up and tear down - ALL Parks & Rec Board and any Volunteers
  - A. Treat for ants at least two times - Cody Abney
  - B. Secure portable toilet and delivery time - City Office
  - C. Secure inflatables and delivery time - Cody
  - D. Secure trash cans and delivery time - Cody
  - E. Oversee setup of portable toilet - City staff
  - F. Oversee setup of inflatables - Cody & Justin
  - G. Oversee trash can delivery & removal - Cody & Justin
  - H. Set up water & treat tables and game area - Becky Denton, Monica Rasco & Bob
  - I. Mark off costume contest area - Cody & Justin (stage)
  - J. Picture backdrops
    - \* Pumpkin cutout - Bob Hambrick
    - \* Haybale backdrop - Cody & Justin
  - K. Recruit volunteers to man tables and run games - Debra Hines
  
10. Games & Prizes - Becky Denton, Monica Rasco and Ruth Ann Gilbert
 

Start games when parade has completely arrived at the field

  - A. Small kids

*Parking for Participants*

1. Games
    - \*Grab Apple Game
    - \*Pumpkin Bowling
    - \*Inflatable Slide - Pat, Cody
  2. Prizes
  - B. Older Kids
    1. Games
      - \*Pumpkin Ring Toss
      - \*Pumpkin Bowling
      - \*Corn Hole
      - \*Ping Pong
      - \*Inflatable Slide
    2. Prizes for the two pumpkin games
    3. Hay bales for picture backdrop
    4. Pumpkin Cutout picture
11. Judges for Parade and Costume Contest. John O'Dell as Master of Ceremony  
Judges will sit near the road at the triangle to judge the golf carts. Then move to the Stage for the costume judging.  
Judges -
12. Costume & Parade Contest Prizes
- A. Sound System - Jeff Rasco
  - B. Trailer set up for stage - Cody, Justin & Pat
  - C. Agenda Board (and handouts) Pat
  - D. Categories (Name tags for all participants)
    - 1st - Golf Cart Awards. Then  
Costume Awards
      1. Kids
        - \*3 & Under
        - \*4-7
        - \*8-11
        - \*12-17
        - \*Adults & Couples
        - \*Pets
        - \*Trophies by category as well as Best of Show for Kids & Adults
13. Treat Bags - Prepare 150 - Ruth Ann Gilbert, Becky Denton & Monica Rasco
14. Music Play List - Halloween Theme - Pat Rawlings
15. Photography - Monica Rasco

Game Directions:

**Pumpkin Ring Toss: 1-2 Volunteers**

3 pumpkins set out in a row - front to back. Participants throwing hula hoop over a pumpkin receive a prize.

**Grab Apple: 1-2 Volunteers**

Red plastic apples floating in a bucket of water. Apple needs to be picked out of the water using mesh net. Prize is inside the apple. (Use only "water proof" prizes.)

**Pumpkin Bowling: 1-2 Volunteers**

Toilet paper rolls decorated with faces - set up in a pyramid shape. Child rolls pumpkin on grass into rolls to knock over to receive a prize.

**Corn Hole Games** - To be used by older participants. No prize

**Ping Pong** -1 Volunteer - Monitor for shared use and to keep up with ping pong balls.  
(No prizes)



## **Spooktacular Vendor List - 2023**

Inflatables - Buda Bounce House - 512-293-0937

Extra Inflatables - The Bachmans - Facebook Messenger

Hay - King Feed of Wimberley - 512-847-2618

Trailer - Double J Golf Course - 512-847-9700

Porta Potti - Leinneweber - (Order Handicap unit with hand washing station) 512-847-9511

Trash Cans - Double J Golf Course - 512-847-9700

Shaved Ice - 512-497-9861

Printing - A Studio Z - 512-847-3532 (Judges' slips, golf cart #s, agenda)

Pumpkins - HEB

Prizes - Amazon, TEMU & Dollar Store

Corn Hole - Bounce House & Debra Hines

Ping Pong - Ruth Ann Gilbert - 512-757-1653

Games - Stored in shed at City office; Tables; Barricades; Spooktacular Tub

Woodcreek City Hall - 512-847-9390