

2022 SPOOKTACULAR CHECKLIST and TIMELINE

1. **Date-October 30, 2022 lineup at 4:45, parade starts at 4:45 at Festival from 5:00 p.m. until 7:00 p.m.**
2. Place
 - A. Parade - Start at Deerfield Dr. & Woodcreek Dr. to Woodcreek Dr. & Par Lane
 - B. Festival-Field at Woodcreek Dr. & Par Lane
3. Committees
 - A. Advertising - Pat Rawlings
 - B. Parade entry forms and sign up - Maureen Mele, include language re: no. jumping from trailer
 - C. Brochure Notice Distribution - Elizabeth Maurer
 - D. Road Closure - Karen Poe
 - E. Parade Line Up & check in - Pat Rawlings
 - F. Festival set up and tear down - ALL Parks & Rec Board
 - G. Games & Prizes - Karen Poe, Ruth Ann Gilbert, Elizabeth Maurer
 - H. Judges - Karen Poe
 - I. Costume Contest & Prizes
 - J. Treat Bags & Water - Ruth Ann Gilbert & Karen Poe
 - K. Music - Pat Rawlings
 - L. Volunteers
 - M. Each member responsible for enlisting volunteers & reporting volunteer names & contact number to Karen Poe
4. Advertising
 - A. Reuse posters from last year
 - B. Start date for advertising-October 10th
 - C. Set out posters in Woodcreek
 - D. Email to citizens
 - E. Woodcreek Nextdoor
 - F. Article in the paper
 - G. Chamber Chat radio show
 - H. Chamber Monday email to members
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 10-27-22
 - E. Obtain entry list from city on 10-28-22

6. Brochure Notice Distribution - Elizabeth Maurer
 - A. City print notice of parade and road closure
 - B. Distribute notice week of 10-24-22 to residents on Woodcreek Dr., Deerfield Dr., Stonehouse Circle, Par View Lane & Brookhollow down to first Augusta Dr.
 - C. Email notice to citizens
 - D. Put notice on Woodcreek Nextdoor

7. Road Closure - Karen Poe
 - A. Schedule Constable - Maureen Mele
 - B. Set out barriers at street closure points-City
 - C. Closure at 4:30 at Deerfield Dr. & Woodcreek Dr.
 - D. Closure at Champions Circle & Woodcreek Dr. by golf course to Brookhollow at 4:30
 - E. Open up Deerfield Dr. after parade has passed
 - F. Open up Woodcreek Dr to Brookhollow after parade has passed
 - G. Open up Woodcreek Dr to Par Lane after arrival of parade participants

8. Parade Line Up and Check In - Pat Rawlings
 - A. Cover hay bales with tarps - Cody Abney
 - B. Begin lineup and check in at 4:30 p.m.
 - C. Start parade at 4:45 p.m.
 - D. Move barrier to open up as parade passes

9. Festival set up and tear down - ALL Parks & Rec Board
 - A. Treat for ants at least two times - Cody Abney
 - B. Secure portable toilet and delivery time - Karen Poe
 - C. Secure inflatables and delivery time - Cody Abney
 - D. Secure trash cans and delivery time - Cody Abney
 - E. Oversee set up of portable toilet - Karen Poe
 - F. Oversee set up of inflatables - Cody Abney
 - G. Oversee trash can delivery and removal - Cody Abney
 - H. Set up water & treat tables and game areas-Use balloons staked by golf tees
 - I. Mark off costume contest area - Cody Abney
 - J. Picture backdrops - Ruth Ann Gilbert
 - *Pumpkin cutout
 - *Haybale backdrop
 - K. Recruit volunteers to man tables and run games

10. Games & Prizes - Karen Poe, Ruth Ann Gilbert, Elizabeth Maurer
 - A. Small kids - Elizabeth Maurer
 1. Games
 - *Grab Apple Game
 - *Pumpkin Bowling
 - *Inflatable slide
 2. Prizes

- B. Older kids - Karen Poe & Ruth Ann Gilbert
 - 1. Games
 - *Pumpkins in a Row
 - *Pumpkin Bowling
 - *Balloon ping pong
 - *Balance pumpkin on head
 - *Inflatable slide
 - 2. Prizes
- C. Preteen/teens - Karen Poe & Ruth Ann Gilbert
 - 1. Games
 - *Hay bale throwing
 - *Balloon ping pong
 - *Halloween apple race
 - 2. Prizes
- D. Hay bales for picture backdrop

11. Judges for Parade and Costume Contest - Karen Poe

12. Costume & Parade Contest & Prizes

- A. Megaphone
- B. Trailer set up for stage - Cody Abney
- C. Categories
 - 1. Kids
 - *2 & under
 - *3-10
 - 2. Tweens & Teens-11 & up
 - 3. Adults
 - 4. Pets
 - 5. Golf Carts
- D. Trophies

13. Treat Bags-prepare 150 bags - Karen Poe & Ruth Ann Gilbert

14. Music-Halloween Playlist - Pat Rawlings