

# CHCA Halloween Party - Event Plan

## CHCA Halloween party 2024 planning

**Total expense = \$456**

**Total volunteers needed = 12**

**(Planning for ~100-150 kids)**

### **Candy: ~ 1,170 pieces at ~\$109**

- x120 Hershey's miniature candy bars (assorted flavors)
- x135 Lifesavers, Skittles, and Starburst fun size
- x150 Milky Way, Snickers, and Twix minis
- x200 Dum Dum lollipops
- x235 Haribo bear, Jolly Rancher, and Twizzlers minis
- x330 Haribo bear, Jolly Rancher, Twizzlers, Hershey's, Reese's, and KitKat minis
- Location = 5 stations = 5 chairs spread across the lawn
- *Need 5 volunteers, 1 per station*

### **Crafts: ~ 192 craft kits at ~\$163**

- x72 Halloween Spider Character Pop-Up crafts
- x60 Halloween Door Hanger Foam crafts (2 designs: ghosts in costumes and ghosts & pumpkins)
- x60 Magnet crafts (2 designs: Halloween pets and nerdy Fall critters)
- Location = 3 stations = picnic tables
- *Need 3 volunteers, 1 per station*

### **Prizes: ~ 636 total prizes ~\$184**

- Game 1: (x213 total prizes):
  - Medium/Large: x24 fairy/princess wands, x20 hero/mask sets
  - Small: x144 vampire teeth, x25 glow bracelets/necklaces
- Game 2: (x194 total prizes):
  - Medium/Large: x24 fairy/princess wands, x12 plush snakes, x12 mini foam footballs
  - Small: x72 neon, adjustable rope bracelets, x24 mini Halloween character squishy toys, x50 glow bracelets/necklaces
- Game 3: (x205 total prizes):
  - Medium/Large: x72 5 by 7 inch Halloween coloring books
  - Small: x72 fingers, x36 reusable Jack O lantern stencils, x25 glow bracelets/necklaces
- Infant Game option (x24 total prizes):
  - Let them pick a Halloween-theme duck out of a large cauldron, theirs to keep.
  - Sign with instructions instead of volunteer-operated
- Location = 4 stations = picnic tables, pavilion, and lawn space
- *Need 3-4 volunteers, 1 per station, except for infant station (an extra 1 volunteer could help with prizes, lines, and instructions)*

### **Baby button photobooth:**

- See Ron's proposal.
- Britt may add some costume props for pics.
- Location = 1 station = tent off pavilion
- *Need volunteers? Ron is overseeing. But does he need an assistant volunteer?*

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### Snacks:

- Britt to contribute small waters (and possibly cider), pretzels or popcorn, and fruit snacks.
- Location = picnic tables
- *No Volunteers needed = Self-serve (Britt to set out prior to event)*

### SignUpGenius for volunteers:

- To be prepared by either the CHCA VP/Events or the Event Chair.

### Ideas for future years (or this one):

- Committee
- Signs for game names and instructions
- Halloween music
- Warm cider
- Encouraging costumed volunteers and/or decorating Trick or Treat stations
- Involving pets - (dressing up and/or giving out treats) - weather-permitting
- Incorporating a group craft that we could take a picture of, shrink, and add to the newspaper (For example, a giant sheet of paper on which the kids draw a pumpkin and sign their names.)
- Involving local ice cream shops. Would they contribute tokens or cards for free ice cream (as a substitute for candy at 1 station)? We could add them as a sponsor.
- Providing a station for donating (and possibly picking up) kids coats and cold-weather gear
- Season-specific prizes: gloves (\$1/pair on Amazon), flashlights, etc.

**Note:** Approximately 150 pumpkins for the Pumpkin Patch will be provided by Cynthia MacKenzie, CyMack Real Estate, which Cynthia and her associates will set out in Selby Park to the east of the shelter house approximately a half hour before the start of the event.