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# PACK 1776 HALLOWEEN PARTY PROCEDURES

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## Overview

Every year Pack 1776 hosts a Halloween Party for our scouts and their families. Admission is free. We encourage everyone to dress up in costumes. Dens host carnival games and the Halloween Committee makes sure we have food, music, prizes, and high school volunteers to help.

## Book It

The party is usually scheduled on a Friday night from 6:00 pm to 8:00 pm, the week before Halloween. The Pack Committee Chair should reserve the MPR from 5:00 pm to 9:00 pm to ensure enough time for set up and clean up.

## The Planning Process

Planning the Halloween party is fun. The trick is to divide up the tasks and communicate among one another. We recommend having up to four volunteers as the Halloween Committee, though two is fine too; here's one way to divide up the jobs:

- 1) **Communications Volunteer:** send the party notification to the Webmaster. Request high school volunteers. Work with the Den Leaders to understand their carnival game needs and lay out the MPR accordingly. Check in with the volunteers.
- 2) **Prizes Volunteer:** order the prizes, costume contest medals, and prize redemption tickets. Order the items at least 3 weeks in advance. During the event, oversee the flow of tickets and prize redemptions.
- 3) **Food Volunteer:** order the food and paper goods; pick up the food, oversee the food distribution during the event.
- 4) **Decorations Volunteer:** manage the decorations on the day of the Halloween party. Order a jumpy house.

A great “kick-off” meeting location is the Pack 1776 shed. This gives the Halloween Committee a chance to check the shed for unused prizes, paper products and re-useable Halloween decorations. The school administrative team has a copy of the shed key. You can also ask the Pack Leaders for a copy. Be sure to give the key back promptly. You can take any useful bins home to sort at your leisure.

## Budget

Check with the Pack Treasurer on budget. We traditionally spent from \$600 to \$1000. About \$300 goes to food, \$125 goes to the bouncy house, \$200 to \$400 goes to prizes, and \$25 to \$100 goes to decorations. The amount we spend greatly depends on how much we can reuse from the previous years.

To get reimbursed for your purchases, save your receipts, email our treasure at the end of the event and he or she will mail you a check.

## Communications Volunteer

Once the Committee has decided on the date and the activities for the Halloween Party, the Communications Volunteer should send an email to the Pack webmaster. Here's an example; search the Pack Website for other examples:

All Cub Scouts and their families are invited to our annual Halloween bash on October 30, from 6:00 pm to 8:00 pm in the Coyote Creek MPR. Jump in the large jumpy house and play carnival games to win prizes. Come dressed up in your Halloween best and get your picture taken at the photo booth. You may even win one of our 25 best costume medals at the parade; you do not need to be a scout to win. A small slice of pizza and a bottle of water, or two bottles of water, will be available for \$1.00.

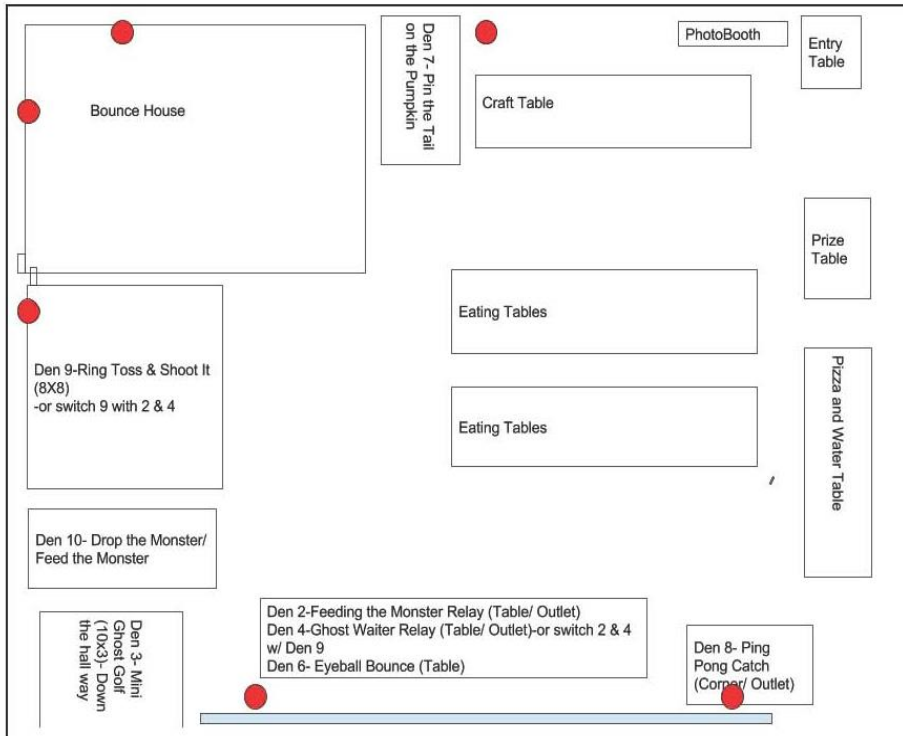
The Communications Volunteer should also contact Dougherty Valley High School and request 10 to 12 high school volunteers to help with set up, serving food, and cleanup. As a courtesy, we feed the students after the setup and before the party starts. Contact Jessica Tsuji at [JTsuji1@DVHigh.net](mailto:JTsuji1@DVHigh.net) and provide her a description of what you need, when the high school students should arrive, and when they should be picked up.

On the first week of October, attend the Pack Leaders meeting and ask all Den Leaders to come up with a carnival game. The leaders should email the communications volunteer on: 1) the amount of space needed in the MPR; 2) if they need access to the electrical outlet, tables, and a high school volunteer; and 3) the name of the game they plan to host. If there's a similar game, the Den Leader that submitted his or her idea later should change the game.

Confirm with the Pack Leaders on who will be the emcee for the evening and the costume contest. Usually it's one of the Cub Masters, but anyone can do it.

As the date gets near, send a map of the MPR showing where each Den should go. It's helpful to put any tossing games against a wall to minimize running after a miss-toss. If the Den Leader is the head of two Dens, try to put his Dens side by side to help him with coordination.

At the day of the event, it's helpful to post a sign on the MPR wall so Den volunteers can find their designated area quickly. Don't expect Dens to remember their spot from your emailed map. Also, it's common for Dens to swap places during set up so their games can fit better.



Here's an example of an MPR map used previously. The red dot represents the location of the power outlets.

## High School Volunteers

High school students can be very helpful but they are still kids. The communications coordinator or another adult should constantly check in during the event. Don't simply assign the tasks and expect the volunteers to perform them to perfection. It's common for them to get bored and start chatting with friends or abandoning their stations. Speak up if you see a problem. Some volunteers may need a job rotation to stay on task.

Also, be concise on what you want done. Some jobs, like decorating the MPR, may seem obvious to you, but completely overwhelming to a high school student.

Finally, be sure that the students know who to check in with for questions and to sign their time sheet at the end of the night.

## Prizes Volunteer

Prizes make the carnival games more fun. Look online, such as on [OrientalTrading.com](http://OrientalTrading.com), for affordable novelty prizes. Place your order no later than early October to avoid rush shipping. Buy things that boys like and can keep in the shed for a year, in case they're not used. If you're unsure about an item or it won't keep for long, order a smaller quantity. It's nice to have a variety to choose from and OK to run out during the night.

If the Pack decides to have a costume competition, order medals. In previous years, we ordered 25 medals from Crown Awards. Trophy Depot has better pricing. Feel free to change the design or buy cheaper plastic medals to save cost.

Dens will need to give “tickets” to their game participants and winners. You can use rolls of raffle tickets as prize tickets or print “scout bucks” for redemption. Give each Den host a bag of tickets to give out. Throughout the evening, check to make sure the Dens don’t run out of tickets; you can refill their pile using the redeemed tickets. At the end of the evening, if the tickets are in good condition, save them in the shed for reuse next year.

During the event, ask the emcee to remind kids to redeem their tickets. Otherwise there will be a big rush at the end of the evening and volunteers cannot keep up with the demands. Warn the scouts that their favorite prizes may not be available if they wait to the end.

In the past, some Dens have brought candies and toys to give away. They don’t consistently get reimbursed by the Pack. Also, at this year’s debriefing, the leadership team suggested asking parents to clean through their kids’ toys and donate unwanted items for prizes. These are areas that should get cleared up in future years.

## Decorations Volunteer

Transform the boring MPR into a festive Halloween party by decorating the entrance, craft table, prize table and food area. Create signs for the food, craft and prize areas. Order a big jumpy house.

In the shed, there’s at least one large box of Halloween decorations available; go through them first. Toss anything that’s too worn out.

A fast and affordable way to decorate the MPR is to lay down black tablecloths on the food and prize tables. Pin up some wall hangings and spider webs near the entry. Focus mainly on the main entrance, prize and food areas. The Dens will bring their own decorations for their booth. Please use “painter’s tape” on the walls to prevent peeling the paint; no pins allowed on the walls. Also, school district rule: WE CANNOT HAVE BALLOONS IN THE MPR!

Don’t forget to bring a step ladder. Invite the high school students to help; they love that!

You can order a Bouncy House from any vendor but they cannot bring the bouncy house earlier than 5:00 pm, and must pick it up by 8:30 pm that night. In the past, we used Bounce House Rentals Martinez, 925-246-3283. Call early; there can be many other parties on the same night. You may need a credit card to reserve the bouncy house.

## Food Coordinator

For our Pack of 78 scouts, order 15 pizzas from Safeway or 13 from Costco: 6 pepperoni and 9 cheese. Ask the store to cut them into 16 slices to minimize waste. You can serve the pizzas on a small plate or large

napkin. Buy two cases of the Costco water. If you choose to be conservation minded and not offer drinks, it's helpful to offer cups for the water fountain. Most people don't remember to bring their water bottles, even after multiple reminders.

Be sure to bring the pizzas by 5:15 pm so the high school kids can eat first.

To minimize waste, we charge \$1 for one slice of pizza and a bottle of water or \$1 for two bottles of water. Remember to bring the cash box for the money.

STAY OUT OF THE KITCHEN! We must pay extra to use the school kitchen. We've got in trouble with the school for breaking this rule. Use folding tables instead and be outside the kitchen. At the end of the event, make sure all the pizza boxes are thrown away and that there's no trace of anyone ever been in the MPR or the kitchen.

## Music

Download some Halloween music onto your iPhone and play it at the MPR. Kids Bop has a great Halloween CD and a copy should be in the shed. If you don't know how to operate the sound system, ask the school principal in advance for help.

## On the Day of the Event

Action	When	Area of Responsibility
MPR available. High School volunteers arrive and checks in; assigned to work on decorations.	5:00 pm	Communications and Decorations Coordinators
Hang up signs on where each Den should set up.	5:00 pm	Communications Coordinator
Den starts setting up their space	5:00 pm	Individual Dens
Jumpy House Arrives	5:00 pm	Decorations Coordinator
Start decorating the prize table first; prize coordinator lay out the prizes	5:00 pm	Decorations and Prizes Coordinators
Pizzas arrive, invite high school volunteers to eat	5:15 pm	Food Coordinator
Give out the raffle tickets to each Den booth	5:30 pm	Prizes Coordinator
Get the Halloween music going!	5:30 pm	Whoever's bringing the music
Decorations completed, food ready, high school volunteers fed and knows their jobs for the evening	5:50 pm	Everyone
Check in with high school students at all stations make sure everything is going smoothly and that tickets are not running low	Throughout the night	Communications Coordinator, Prizes Coordinator
Ask the emcee (usually the Cub Master) to host the Halloween costume parade and contest. Give medals to the high school students as judges	7:45 pm	Prizes Coordinator
Announce final chance for scouts to claim prizes	8:00 pm	Prizes Coordinator
Clean up	8:00 pm	The entire Pack

## Clean Up

During cleanup, direct the Pack and high school students on how to help you. The MPR should be restored to its original condition by 9:00 pm. The bouncy house staff must arrive no later than 8:30 pm; they need a good 15 minutes to deflate, roll up and haul out. The kitchen goods should be stored separately from the Halloween decorations and prize bins. Keep everything as orderly as possible so it's easy to reuse again. Put them back in the shed in their original place or return them the following day when there's better lighting. Please sign the high school students' volunteer forms so they get their volunteer credit.