



TAC

Teen Advocacy Coalition

Holiday Party Planning Meeting Minutes
Wednesday, November 20, 2019 – 10:00-11:00 am
Lifeline Connections – 1006 Robert Bush Dr W, South Bend or Zoom

In Attendance: Denise Rowlett, Coordinator – Teen Advocacy Coalition
Zoe Sowa, Chair – South Bend Police Department
Molly McManus – Big Brothers Big Sisters
Nichole Page – ESD 113/Willapa Valley High School
Lyndsey Owen, Project Director – Raymond High School

1. Event details

- a. Theme – A December to Remember
- b. Date – Tuesday, December 10, 2019
- c. Time – 5:00 pm-8:00 pm
- d. Venue – Willapa Harbor Community Center, South Bend

2. Promotion

- a. Cup sleeves – 1,300 cup sleeves ordered and will be distributed to 7th Street, The Daily Perk, Timber Grounds, and Elixir
- b. Flyers – No changes as presented; will send for printing to Willapa Printing
- c. Social media – Denise will create Facebook event and boost post
- d. Newspaper – There will be a 3x4 color ad in the Willapa Harbor Herald on 11/27/19 and 12/4/19; cost is \$356.40
- e. Radio – Denise will send flyer to Jodesha Broadcasting for PSA

3. Activities

- a. Photo booth – Ordered and will arrive prior to event; includes silver sequin backdrop and 100 prints w/custom logo on bottom
- b. Gingerbread house – Will order 5 dozen kits from Oriental Trading
- c. Cookie decorating – Getting prices from Pioneer; Denise will contact Safeway as well
- d. String art ornament – Supplies ordered; will do test run prior to event
- e. Coloring sheets – Printed 100 sheets; will order crayons, markers, and colored pencils
- f. Games – We have candy cane ring toss, feed Santa cookies, and “plunko” games; discussed bobbing for candy canes and snowball games; number of games may depend on number of volunteers

4. Prizes/Giveaways – Guns & Hoses donated some prizes; will purchase 3-6 larger prizes; participants will earn chances to win

5. Food

- a. Nachos, water, punch
- b. Hot chocolate bar



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6. Other

- a. The committee decided tickets weren't needed but Denise would add reservations to the Facebook event
- b. Discussed how to implement underage drinking information; Lyndsey suggested we put together fact sheets with data from Healthy Youth Survey

7. Next meeting – Tuesday, December 3rd at 10 am