

**KHS FAB
Swing Dance / Silent Auction 2008
Meeting Minutes, Sept 22, 2008**

Event Chair: Vicki Whiteley (vickiw@whiteley.us)

Event Date: Saturday November 22, 2008

Event Time: 6:30 to 10:30

Event Place: After viewing Breidablik Hall it was determined that it would be difficult to hold our event there. The location is not optimal and the building is in need of repair. We discussed other options – The Eagles Hall is already booked, the Indianola Club House is too small for the Big Band, the Sons of Norway too expensive. We decided to once again hold the event at **Kingston High School in the Commons and adjacent hallways**. We had planned serve beer and wine if away from school. Since we are now holding it at school, no alcohol will be served.

Bands & Schedule: The Buz Whiteley Big Band and the KHS Jazz Bands will perform.

Possible schedule discussed:

6:30 – 7:10 – KHS Jazz Band

7:15 – 7:45 – Possible dance lessons, either Buz Band or cd's to be used.

7:45 – 8:45 – Buz Whiteley Big Band

8:45 – 9:15 – KHS Jazz Band

9:15 – 10:30 – Buz Whiteley Big Band

Breaks between songs for silent auction announcements, closing tables, raffles, etc.

Theme: Several themes were discussed. We decided on “Harvest Moon” with “Americana” woven in – a tribute or welcome home to the local military.

Ticket Price and Budget: \$15 adults, \$10 Military with id and students.

Approximate budget:

\$800 – Food – heavy appetizers and refreshments (Ellen's Cakes & Catering)

\$500 – Decorations

\$300-\$500 – Advertising and Marketing – Ticket & poster printing, advertisements in newspapers, etc.

Other Items:

Master of Ceremonies – David O'Morchoe has agreed to be our Master of Ceremonies again this year.

Procurement Form – Bill & Vicki will work on updating last year's form and getting it put on the FAB website for downloading as needed.

Sub-Committees & Chairs:

Advertising & Publicity – James Andrews (jandrews@nkschools.org)

Food & Refreshments – Sue Cox (coxsue@comcast.net)

Decorations – Nancy Bynum (nbynum@centurytel.net)

Set Up and Clean Up – No one yet

Silent Auction – Pat O’Morchoe – (patio@pacificeyecare.com)

Raffle – Warrick Wilson – (Warrick@cwwilson.com)

Ticket Sales – Cornelia Gifford – (cornelia@nerva.com)

TO DO LIST:

Submittal of Facilities Request for KHS Commons, Downstairs Hallways, Kitchen, Bathrooms, Band Room – Adam Campagna

Begin drafting posters, flyers & tickets – James Andrews (Vicki to supply and confirm information for posters)

Find Retail outlets for Ticket Sales – Cornelia Gifford

Edit Procurement Form, Send to Warrick to add to website – Bill & Vicki

Contact caterer and start planning food – Sue Cox (Ellen Strickland – 779-2564)

Contact Nancy Bynum to ask if she will be head of Decorations Committee – Vicki (Done...thanks Nancy!!)

Contact Buz Whiteley Big Band to confirm (Bill & Vicki)

NEXT MEETING – MONDAY OCTOBER 6TH AT 7:00 IN KHS BAND ROOM