

**RTR 2017 Debrief session 1**

***Input from the PTO members***

<b>What worked / positives</b>	<b>What did not work / needs improvement</b>	<b>Retain for RTR 2018</b>
Teen Room		YES!!
Administration and Student greeters		Important to have for first hour - greeters welcomed and helped direct people
Concessions (three total) - Sal's Italian Food Truck, R Taco Food Truck, Addie's Gourmet Mini Donuts	Move Addie's to a more visible location in the cafeteria/Commons area	Keep three food trucks - two main course food trucks and one dessert food truck.
Overall event layout was better with better traffic flow and less congestion		Keep same layout
Great turn out ~1500 people		Maintain or increase
350 volunteers	Need to have a volunteer check-in station from 6:00 - 8:00 pm. Volunteers were upset when they couldn't find their name on the wall.	Don't turn away any volunteers but have a check back process
Room leaders or co-leaders		Important to have
Culver's custard. Provided toppings (sprinkles, oreo crumbles and M&Ms) went over well. Sprinkles were a hit!	Ran out of toppings at the cafeteria concession stand.  The larger cups from Culver's required more custard so the amount didn't look small for the \$3.	YES but would like to ask Culver's for a half a bucket more since we ran out at both concession stands. Prefer to use the smaller size cups that Culver's provided. Offer the same toppings but purchase a little more.
	Need a first aid station with a parent or ERA school nurse to manage	
	Need more badges (temporary) for evening of event to be given to PTO board members -- issue with getting into approved rooms for event and mezzanine access	
	Grand staircase needs to be blocked off better to prevent people from sitting there and children running up and down	
	Emergency doors need to be blocked off so they cannot be opened (especially Door 3).  If an emergency door is opened, then we need an Administrator to reset the door.	

Concession stands/areas inside school - two - both heavily used	<p>Need a parent to take/disperse money and keep an eye on the money box.</p> <p>Need better system to order, server, and pay for product so the customer lines moves quickly.</p>	<p>YES; Look into using a cash register instead of a money box. Jessica Bergeron said JCL has one and so does Dee Martin.</p> <p>If using cash boxes again, need to have a secure locked room away from event. See if the Activities office could be used or an office in the Executive area.</p>
Credit card payment for wrist bands, punch cards, and concessions		YES
Henna tattoos was popular	Poor lighting for henna tattoos. Move henna tattoos to a classroom or area with overhead lighting.	YES
Crazy hair was popular. Having professional hair stylists was a great help.	Ran out of supplies and had to make a run to Walmart to restock	YES but have enough supplies on hand. Reach out to Patricia Kendrick to see if hair stylists from Cole's will help again.
<p>Parking - had many parking spots with overflow parking at neighboring businesses.</p> <p>Mr. Lego - off duty police officer - graciously stepped in to help people navigate the crosswalks after dark.</p>	<p>Poor lighting for crossing to overflow lots (across Bren Road W).</p> <p>Need to have Mtka police direct pedestrian crossings.</p> <p>West Education overflow parking lot did not have lights.</p> <p>Hire a security service to patrol indoors to help deter older kids from being dishonest/causing trouble.</p>	<p>Contact Mtka Police department for their assistance.</p> <p>Upper school students (small group) took advantage of the food trucks by telling them that they could get free food for volunteering to work at the event.</p>
Game prizes - good choices	Ran out of prizes. Need to purchase more.	
Photo booth	Need 2-3 photo booths as one is not enough	YES
Game truck and iDance were busy		YES but we should contract two game trucks
Popcorn was a hit	Four large bags were not enough. Ran out early.	YES, buy 8 large popcorn bags (\$25.00 bags)
Water	Too many waters. Can buy less next year.	YES
Gym held carnival games and inflatables	<p>Need better signage on doors entering gym that "NO Food or Drink is allowed". Staff each door to monitor.</p> <p>Look into purchasing matts or moving blankets to cover gym floor under the inflatables to prevent damage to floor.</p>	
	Students cannot be in the building loitering after 3:30 pm. Administration was not around to assist getting	Need Administration to help clear event areas of students hanging out after school.

	students out of the building and staying out.	
	Need more administration/staff presence from 3:30 - 8:00 pm - staff knows the students by name - can provide authority	
	Better navigation through the Commons area for people in wheelchairs and using assisted walkers	
	Make sure all emergency exits are clear to evacuate in case of an emergency.  Would like a Staff member to patrol emergency exits throughout the evening 6:00-9:00 pm.	
	Integrity Lane hallway doors need to be closed but unlocked for PTO and RTR Leaders to go between the two event areas.	Better communication with the PTO team and RTR Leaders on what doors are open for our use only.

*Input from Admin and ERA parents (waiting for response and will be updated by Mid Nov)*

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