

Kalamazoo Wraps
Integrative Action Team Subcommittee Meeting Report

Subcommittee: Public Education & Social Marketing

Date: 05/20/09

Name of Attendee	Organization	Contact Information
Carolyn S	WMU	X
Guy G.	Gryphon Place	X
Janet J.	MPCB	X
Mackenzie H.	ASK	X
Rebecca W	KCMHSAS	X
Michelle H	KCMHSAS	X
Gisela L	ASK	X
Sharon R	KCMHSAS	X
Jackie M.	WRAP parent rep	X

If additional input was sought in the community (i.e. youth, families, organizations, etc...) please describe: None

Topics Discussed: May 8th Carnival - Debriefing

Areas Reviewed:

Registration - What went well :

Computers, Bags, Program, packets, data was more complete, very thorough registration process, rather quick.

Registration - What went not so well/ ideas for next year:

Bring registration inside, have at least 2 more radios, have a sign reading " you must register here".

Booths - What went well:

Great travel Path

Booths - What went not so well/ ideas for next year:

Separate area from booth registration, have a map with assigned numbers, Separate entrance for booth holders, need more name badges

Volunteers: What went well : kitchen did great!

Volunteers: What went not so well/ ideas for next year: Have more name badges, Create a holding area for volunteers, need more volunteers, get bottled water from vendors, have volunteers sign a separate sign in sheet, Fridays are definitely not a good day for the event.

Activities - What went well : Adventure group games, lots of variety with activities, mascot race, door prizes, 200 evaluation surveys done with a \$5 gift card being given upon completion

Activities - What went not so well/ ideas for next year: Get props / background for photos

Entertainment - What went Well: Wide Variety

Entertainment -What went not so well/ ideas for next year: Belly dancers - need to cover more, need changing room for entertainers

Venue - What went well: Great place for the event

Venue - What went not so well/ ideas for next year: Need changing room for entertainment, rouge entrance with signs outside for parking

Food - What went well: Really sanitary!

Food - What went not so well/ ideas for next year: Need 2nd Cotton Candy Machine, spread food out more along fairgrounds to try to make people walk around the whole area, Need bottled water available.

Set Up - What went well : Picnic tables, lots of volunteers for set up, labeling boxes really helped, packing was great

Set Up - What went not so well/ ideas for next year: Rent U Haul

Clean Up - What went well :

Clean Up - What went not so well/ ideas for next year: Need more volunteers for clean up and unloading back at the office

Recommendations to the Integrative Action Team

Review of Assignments

Conclusions Reached: See Notes and Action sections

Recommendations to the Integrative Action Team: The group discussed the May 8th Children's Mental Health Awareness Carnival and the strengths and weaknesses of it. Recommendations will be taken into consideration when planning next years carnival.

Actions:

Who	Task	By What Date

Submitted by: Heidi Hall

Date: 06/08/09

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