

# THE CARNIVAL PLANNING GUIDE

## TICKET PRIZE REDEMPTION

The Ticket Redemption Carnival uses only two colors of tickets. One Ticket color is used to play the games. These are the tickets usually valued and sold for twenty-five cents each. We should mention here that Pre-selling booth play tickets sold during the carnival at a regular price of twenty-five cents, and offered, in advance of the event, at 5 tickets for \$1.00, not only generates early operating funds for the carnival, but additional profits. Experience bares out that less than 75% of pre-sold tickets show up on carnival day! If you'd like to test this idea for yourself, offer a different color ticket at a discounted price before the event and count up those colored tickets after the event.

Another *special color* of tickets will be awarded to the booth game players as Prize Redemption Tickets. The players collect their prize tickets earned from their success (or merely by participating) in the games, and may redeem their prize tickets at the Prize Booth for merchandise that is clearly marked with a *predetermined ticket value*. The goal of the **Ticket Prize Redemption** based carnival is to improve the quality of prizes, the overall excitement of playing the booth games and better control expenses incurred in the purchase of prizes.

## THE REDEMPTION BOOTH

All the Carnival Prizes are displayed in the "Redemption" or "Prize" Booth. We suggest locating this booth centrally with high visibility in the Carnival games area. As a security measure, it should feature a back wall and side walls, unless it's large enough to be worked from two, three or four sides, with the merchandise arranged in the center. If there is a back wall, larger prize items can be displayed on it. Shelves can be "stair-stepped" back from the rear table (called "risers") to display medium sized prizes. Jars, clear plastic fishbowl shaped containers are available for your up front display on the forward table, which should be deep enough to keep anxious hands out of the merchandise. Colorful parts trays are available at hardware stores and make good storage bins. If there is a top to the booth (such as a pop-up tent used in flea markets), balloons, inflatable prizes or larger stuffed toys display well when hung from the supports overhead. **Ticket values of each item should be clearly printed on three-by-five cards.** The full range of items can be displayed in a small space.

## **PREVIEW DISPLAY BOARD**

To avoid long lines, chaos and confusion at the Prize Booth, a Display Board is a must. Preview Display Boards, featuring items valued from 1 Ticket (5 cents) to 20 Tickets (\$1.00) or greater, can be created and placed on an easel or two (fasten the board(s) to the easel and weight their bases). If there are larger quantities of items of 20 tickets or more, make other Preview Boards. Wire ties work great for this. Label each item with the name of the item and its ticket value. Use large print that can be seen from 4 to 6 feet. Require the carnival participants to select their desired items from the Preview Boards before they approach the Ticket Redemption Counter. The use of the clearly marked Preview Boards places the prize selection line away from the booth. Little ones take a long time to make up their minds and the Prize Booth Volunteers, as well as the Carnival Participants, will be grateful that they're making up their minds elsewhere.

## **NEW INCENTIVES TO PLAY**

In the traditional way of awarding prizes at Carnival functions, if there are ten booths, each with a different consolation prize and each with two or three skill level prizes, then the Consolation Prize Player (the first and second graders), have won everything they possibly can in ten plays. The same is true of the more skilled players. Once they have mastered one booth, they have no incentive to play. And the Participants who return and return to prove their mastery over the game, not only begin throwing the percentage of pay-outs against the pre-guessed averages, but they merely win the same prize over and over again, giving it to their friends or, worse yet, getting so bored with the prizes, they politely ask you to keep them. In the traditional carnival, once you've won, you're through, and once you've won everything, it's time to eat and go home.

In a Carnival featuring a Ticket Redemption booth, the participants play to win tickets, not just to win the game. They know that the more tickets they win, the greater the reward at the Prize Booth. If they master one of the booth games, then all the better. They receive their tickets and run to the back of the game line anxious and excited by the prospect of winning more tickets again. The Carnival committee rests easy. Each Booth has a pre-determined profit that has been calculated exactly to the revenue requirements of the committee. One player can win hundreds of tickets, if they're able, and not impact the prize budget one cent. While other players who would be expected to walk away with a pocket full of junk penny prizes, can leave with a couple of prizes costing the committee a dollar or two each and still not impact the prize budget one cent. How?

## VALUING THE PRIZES

Prize tickets are valued at five cents each. Remember, the Prize Redemption Tickets are just like cash. For every Prize Ticket handed out at the Game Booths, the bearer of the ticket is given the right to spend five cents of the Carnival Committee's prize budget. The Prizes In the Prize Booth have been valued according to their actual cost, rounded up to the nearest five cent increment:

### **EXAMPLE ONE:**

- If the cost of an item is 50 cents, divide it by .05 (cents) (the value of each ticket). This means that the ticket value of a 50 cent item is 10 tickets. The ticket value of a 65 cent item is 13 tickets. An item that costs \$1.35 each has a ticket value of 27 tickets. Easy enough, right?

### **EXAMPLE TWO: Rounding**

- If the cost of an item is 3 cents each, round up to 5 cents and divide by the ticket value. A three cent item would be 1 ticket. A 31 cent item would be 7 tickets, an 83 cent item would be 17 tickets. **Round up**, to the nearest nickel, the cost of any item that does not evenly divide by 5.

## GAINING CONTROL

The average carnival game played for 25 cents should not return more than three tickets as a top prize. One ticket can be awarded as a consolation prize, two tickets for a measure of skill and three tickets to the winner. If the booth play is 50 cents, then you could consider two tickets as a consolation, three tickets for a measure of skill, four tickets for a near miss and up to six tickets for the winner. In both examples, since each ticket is valued at a constant 5 cents, the committee has awarded a maximum of 60% of its revenues to its top booth players and kept a little more than 40% in Gross Profits from each booth. Again, this is the MOST it will give away and the LEAST Gross Profit Margin it can expect. In these examples, the odds of keeping 50% or more of the Gross revenues from booth play are consistent. It should be easy to see from these examples that the Carnival Committee has complete control of the profitability of their event.

A youngster can play ten different carnival games at a quarter per play. The Carnival has received \$2.50. The player has received 10 tickets with a redemption value of 50 cents. The quality and pleasure associated with a 50 cent prize is absolutely more than ten times greater than the penny prizes the consolation player would have taken home. This begins putting the "fair" back into the Fun-fairs.

And what about the big kids who rake in top prize tickets every time they play? By limiting the maximum tickets awarded in each booth, no matter what is charged per play, *the predetermined profit* established by the committee, long before the event began, is guaranteed. If the limit is three tickets for the top prize per player, the carnival will keep at least 10 cents out of every 25 cents it receives. And that is that! The law of averages can never again strike fear into the hearts and minds of the Volunteer Carnival Committee and can never again cause a carnival event to lose money through a miscalculation. ***NEVER!***

## **PREDETERMINED PROFITS**

Regarding the overall profits of a carnival event using Redemption tickets and central Prize Redemption Booth, the law of averages suggests that Gross Profits from the Game Booths will be between 10 cents and 15 cents from every quarter spent on the games. This system absolutely protects the carnival budget while insuring the profit or not-for-profit goal of the Committee. The Committee contemplating the Traditional prize award system can rest assured that things will get easier using the Ticket Redemption method and that their hopes can now be reasonable expectations.

## **EVERYBODY WINS!**

By the way, experience tells us that the older players save up the tickets for the high-priced items while the little ones still run straight to the Redemption Booth every time they win a ticket! They still prefer the instant gratification to saving up a fist full of tickets for the really good stuff. The point here is that those who choose to save and accumulate their tickets can be rewarded with far better merchandise from the Prize Booth than could ever be made available to the players of the Traditional carnival. The amount of prize money budgeted for the Traditional Carnival Prizes hasn't changed at all. It's just that the quality and cost per piece has increased. Fewer items have been given out but what has been given out will be valued momentos, recalling the great and exciting time they had at the carnival.

## **SOMEBODY CARES**

This guide has given you all you need to know about conducting a carnival event featuring Booth Prize Tickets and a Prize Redemption Booth. Naturally, we invite you to make the best use of the merchandise selection we offer as well as to make the best of our sincere desire to help you to achieve a successful end. We also can give you suggestions about what prizes will generate the most excitement among your participants.

# **ORGANIZING YOUR CARNIVAL**

## **GENERAL TIPS AND REMINDERS FOR ROOKIES AND VETERANS**

## **ASSIGNING BOOTH CHAIRMEN**

One Chairman should be appointed for each game or booth. This individual will be responsible for seeing to it that the booth is organized, staffed and operated properly during the entire length of the carnival, whether for a few hours or several days. The Booth Chairman is responsible for training their booth staff in every aspect of the booth's operation and seeing to it that the booth staff understands the all functions and rules of the booth. We offer blank forms at the back of this booklet which should be completed by the Booth Chairman. Each Chairman should receive a copy of the blank forms such as, "Work and Clean up Details," "Workers At Carnival," "Supplies, Equipment and Decorations Control," "Booth Chairman's Report."

## **TEST YOUR GAMES**

Whether the games you will be using are made by your organization, rented professional type games, or cardboard games, we suggest that the carnival committee play the games in advance of the carnival to help everyone learn how the games are to be played and also to help work out the "bugs" or problems. We highly recommend that your try out your games using a sampling of the age range of players that you expect to attend your event. You will be surprised by what you learn regarding how soon they are able to master the games you considered difficult and how much difficulty they have with games you considered easy! Again, we urge you to use your kids to test your games!

## **USE SIGNAGE**

Make a sign for each game, telling the name of the game and listing the rules. Post the signs in a conspicuous place. Include signs with RULES and be sure to post the Price Per Play at each booth.

## **PLAY BY YOUR OWN RULES!**

Once the committee agrees on the rules of each booth, the Chairman needs to stress the importance of abiding by the agreed upon rules faithfully to all volunteers. Prizes or tickets should only be given out to players who **really win** and who play the game according to the rules. Too often the person running the game bends the rules slightly to allow friends to win the prizes they are not entitled to. It is important that everyone who runs the games be asked to enforce the rules strictly. If the prizes or tickets are given out indiscriminately, the game and your group could lose money.

## **HOW MUCH SHOULD YOU SPEND ON PRIZES?**

Multiply the number of expected participants times the total amount they are expected to spend. Subtract, from this, the estimated revenues expected from

sources other than game booths. Multiply this remainder times .5 (or divide the remainder by 2) and this will yield your estimated prize budget. Of, course, if you have reliable records from the previous years, you only need to look them up and adjust them some. Example: 500 students and parents bring \$5.00 each. They are expected to spend \$2.00 on food and other events leaving \$3.00 each for booth play. If your profit is to be 50%, your budget is \$750.00 (\$1,500 X .50).

## **BE PREPARED TO CHANGE**

When implementing the Ticket Prize and Redemption Booth method of prize controls, it is not necessary to be so concerned about games that suddenly give out too many prizes (tickets). Your Budget is never threatened again by games that are too quickly mastered by the players. And, frankly, there is nothing wrong with having one or two booths that are easily mastered by younger, unskilled players. Even when the older players harvest tickets from these booths, the committee's budget is still in perfect shape and the kids simply have a blast. On the other hand, when a game your organization has devised has difficulties that begin taking the fun out of playing or operating the game, rather than "tough it out," *close it down!* Be prepared with a couple of back-up games that are quick to set up, easy to operate and can be placed on the ground or a table (don't forget to prepare signs for these games, as well). If, during the carnival, a booth develops a defect that cannot be corrected easily or a flaw in the operations procedures has the booth operators unhappy, change the booth! The event should be pleasurable for all, and not painful for anyone.

## **KEEP RECORDS!**

We've made it easier than ever before to record the complete history of your current and previous carnival events with the blank forms at the back of this booklet. WE WANT YOU TO COPY THESE PAGES AS MUCH AS YOU LIKE. ABOVE ALL, PLEASE USE THEM:

- **ASSIGNMENTS** - This form becomes the roster of who is in charge of what. There are ten booths allocated in this form. Make more copies if you have more booths. This form, when completed, should be distributed to all chairpersons so they know who is coordinating their tasks.
- **WORK DETAILS** - This form answers the questions, who will be setting up, tearing down and cleaning up the carnival.
- **WORKERS** - Designed to develop a complete roster of booth volunteers and the hours they've committed as well as where they have been assigned.
- **PRIZE CONTROL** - The Prize Chairman's list of all prizes purchased for the event.

- **SUPPLIES, EQUIPMENT AND DECORATIONS CONTROL** - Any items purchased for the Carnival other than prizes are to be listed on this form and controlled by the Treasurer.
- **PUBLICITY EXPENSE CONTROL** - The cost of promoting your carnival can be monitored with this form which can be reviewed by the Publicity Chairman and Treasurer.
- **BOOTH CHAIRMAN'S REPORT** - Follows separate costs incurred by each booth chairperson, dividing the costs into categories that may be balanced with the overall Treasurers report while it monitors the costs of each specific booth.
- **INCOME SUMMARY** - A report of all income generated from the event, which becomes part of the Treasurer's report and should balance with the other income reports from all revenue sources during the event.
- **PROFIT OR LOSS STATEMENT** - This simple form will help you to see the fruits of your labor. It is, by no means, an accountant's format, but it will tell you at a glance what was spent on each booth and how much profit was remaining after all expenses. It allows anyone to determine, at a glance, what, if anything, needs to be reconsidered in the expense category for the same booth next year. It also allows you to determine, at a glance, any unusual variances in average gross and net revenues, per booth. Additional costs, such as promotional expenses are also noted. This single page summary will allow next year's Carnival Committee to take up where you left off. Each successive year should then be expected to be a more successful year with these sorts of tools made available for each incoming volunteer.
- **QUESTIONNAIRE** - Each and every participant in the carnival event should be required to fill out a form that allows them to contribute helpful hints toward a better event in the coming years. Often we are too focused on the financial outcome and overlook reviewing the procedures, processes and personnel that worked in the trenches. Privates have always run an Army. It's no different in any organization, really. We sincerely hope you undertake this type of follow-up before the after-glow of the event has faded.

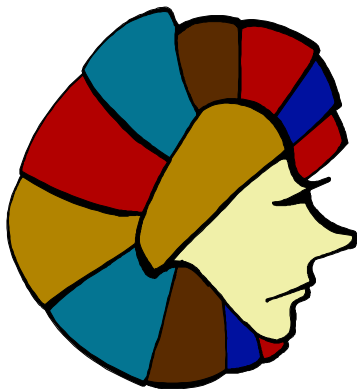
When records are kept as thoroughly as these forms allow, the Carnival Committee for the following year will be off to a great start, something you may have appreciated yourself this year.

# GREAT IDEAS FOR FUN CARNIVAL GAMES!



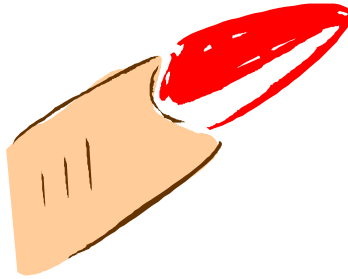
## TATTOO BOOTH

A variety of cute, even romantic, tattoos are available at a variety of prices. The inexpensive tattoos resemble cartoon drawings. The more expensive are more artfully rendered, however, these often have 4, 5 or more images on a card and can be quite economical if cut apart. All these tattoos are applied easily with a damp sponge or cloth and can last for days or be easily removed with a small amount of baby oil. An 8 or 12 cent tattoo can easily be applied for the price of a 25 cent ticket.



## HAIR STRIPING BOOTH

A favorite! Fluorescent pinks, oranges, greens, yellows and blues are available in washable hair sprays. So are jet black, white and silver and other standard colors. Most often the coloring is offered at one richly colored *stripe* per 25 cent ticket. One can will yield between 12 and 18 well saturated stripes. Two complete color changes can come out of one can, however, currently, our youngsters prefer the stripes.



## NAIL DECAL BOOTH

This operates much like the Tattoo booth, in fact, it could easily be combined with a Tattoo Booth. But be careful, it requires a little time to apply ten decals, so have plenty of volunteers available for this one. There are sufficient numbers of nail decals on a card to apply to 6 or seven pairs of hands! Charging one ticket *per hand* (or foot) or one ticket *per pair of hands or feet* would provide a good return. Just for fun, encourage some of the dads to let you apply decals to their toes!



## BALLOON BOOTH (OR A BALLOON CLOWN)

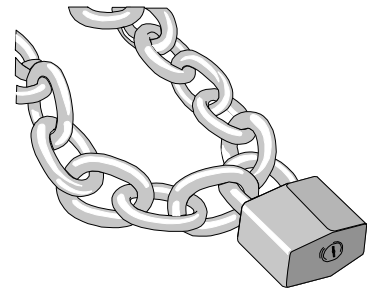
If one or two volunteers have success using "sculptor" balloons, their talents are always a hit with all ages. Although one ticket is usually sufficient to recover costs, we suggest that two 25 cent tickets be charged for this service. There are easy to read instruction books

available for those volunteers who always wanted to learn the tricks of creating animals or hats out of balloons. Balloons can be sculptured in a booth or the talented volunteer(s) can wander throughout the carnival wearing a costume and crowning achievement, fashioning the balloons on the spot, when asked.



## SUCTION DART TOSS

This is simply a lot of fun for a skill game. 2-1/2 inch balls are available that are covered with small suction cups. When the suction balls are dipped in water, they will stick to most smooth hard surfaces. Painted plywood or Masonite makes great target boards. Tickets can be awarded for the best out of two or three tosses. The suction balls make great prizes in the redemption booth, by the way.



## SCHOOL JAIL

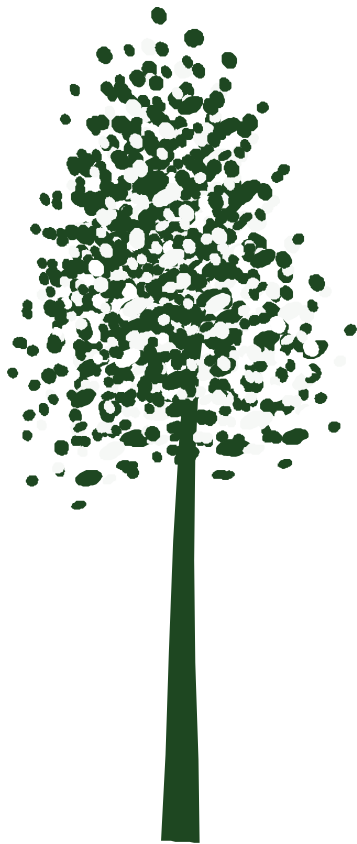
Students can have their principal, teacher or parent put in jail for the price of a ticket or two. They must stay in the custody of the Carnival Police for at least a minute or two and until a ticket is offered for their bail. The jail can be made up using carnival pennants or police tape.





### TREASURE HUNT

Fill a sand box with sand. Mix in small toys and let the little ones hunt for prizes. This is fun for the very small ones, but please be careful select items that are safe for very young children.



### LOLLIPOP TREE

Fill the "tree" with inexpensive suckers. Using a colored marker, color the bottom quarter

inch of a selected number of lollipop stems: 10 green stems would win two tickets each, 5 red would win five tickets each and 2 blue wins 10 tickets each. Using these averages, a tree with 100 suckers offered at 1 ticket (25 cents each) would yield \$25.00. If the suckers cost 5 cents each and all the prizes were awarded, the cost to the carnival would be \$8.75. This game can also be played using only one sucker marked as a "Grand Prize" awarding as many as 200 tickets or more to the lucky player.



### DUCK POND

This is offered in a kit form including a three foot inflatable pool and a dozen floating plastic ducks. Just add water. Mark the bottoms of the ducks with numbers 1 through 12 or color the bottom. The number or color designates the ticket prize the player wins. The game appeals to very small children.



### FISH POND

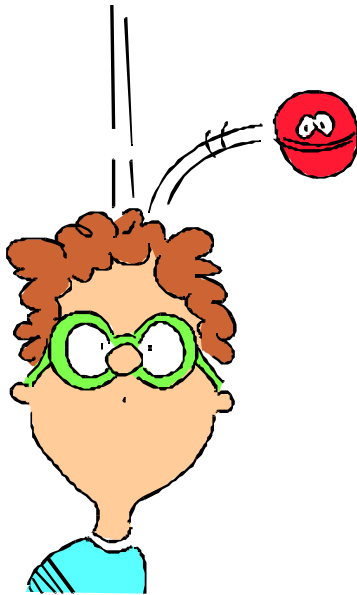
Suspend a shower curtain from a wooden dowel or board. The curtain should be a darker color and not transparent. If it has an

ocean theme, all the better. One or two volunteers hide in a blind, behind the curtain. String or ribbon is attached to old fishing poles. A clothes pin is attached to the other end of the string. Players cast their line (young ones need help, here) over the curtain. Volunteers behind the curtain (wearing hats and safety goggles) attach tickets, at random, to the clothes pin then pull the string to indicate a strike.



### SPONGE THROW

Maybe you can find volunteers to stick their heads through a hole in a piece of wood and let players throw wet sponges at their faces! This is a lot of fun, particularly if you get a good "insult specialist" to taunt those who are throwing the sponges. A variation of the Sponge Throw is the Pie Throw, where whipped cream or shaving cream pies are thrown at volunteers. It's messier, but it's a crowd pleaser.



### COIN PLATE PITCH

Make a display, usually of stuffed toys, and set the plates on the heads of the larger toys. The object is to throw a coin in a plate, thereby winning the toy under the plate. Usually dimes are tossed. If you giving out too large a percentage of prizes, increase the degree of difficulty by moving the plates further away from the players or consider using fewer plates. Make sure the plates are high up – the highest points in the display – so that the players can't bounce the coin off of a stuffed toy and have it fall onto a plate.



### BEAR HOOPLA

Cut square boards on which you can put a stuffed animal which costs \$1.50 or less. Use 14" wood hoops. The board should

be sized so that a 14" ring will have about a half inch clearance. The object is for the player to ring the stuffed toy AND THE BLOCK on which the toy rests, with the hoop coming to rest flat on the ground. The blocks are normally set on the floor. Four or five blocks are sufficient. It is best to drill a hole in the block and insert a 12 to 18 inch dowel into the hole to which the toy can be secured with string or a rubber band. Sell three rings for 25 cents.



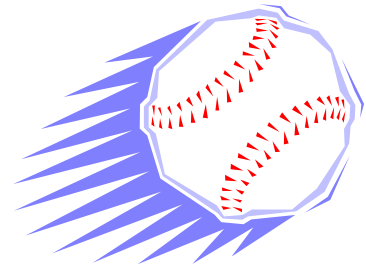
### RING TOSS

Use empty cases of soda bottles and 1 3/4" or 2" bottle rings. Use at least six empty cases of soda bottles. The object is to ring one bottle to win a prize. It is important that the player cannot lean forward and simply place the ring over the bottle's neck. Be sure tall players, as they lean forward, will have to throw the ring at least 12". Sometimes you can increase the interest in the game by putting a special bottle in the center and giving a large \$7.00 or \$10.00 major prize, if that particular bottle is rung. One way to identify the special bottle is with red paint coated inside the bottle or by filling it with a food coloring solution.



### GRAB BAG

Grab Bag is always popular with the little kids. The kids take a chance on a bag and win whatever is inside. You can add a lot interest to this game by mixing in a few nicer prizes here and there.



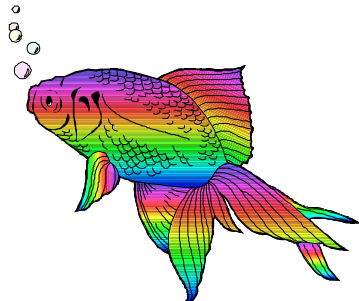
### SODA CAN GAME

Set up six empty soda cans, pyramid fashion, on a 12 by 12 inch wood platform. Let the kids throw two or three bean bags and try to knock all the cans completely off the platform. It would be a good idea to enclose the booth or game area with chicken wire or netting, if possible. Use a tarpaulin, sheet or blanket to catch the beanbag so they do not get thrown out of the game. Give a major prize if all the cans are knocked off the platform and smaller prizes if the cans are knocked over, but not off the board. A lip around the platform will help keep the cans from merely rolling off and increase the difficulty of the games slightly.



### HOCKEY GAME

Improvise your own Hockey Game using plastic pucks and plastic hockey sticks. You might make a plywood replica of a formidable Goalie to put in front of a net and have one of the volunteers move it back and forth in front of the goal with a long stick (positioned behind a chicken wire barrier). Could you get a Goalie from a neighborhood hockey team to volunteer their services?

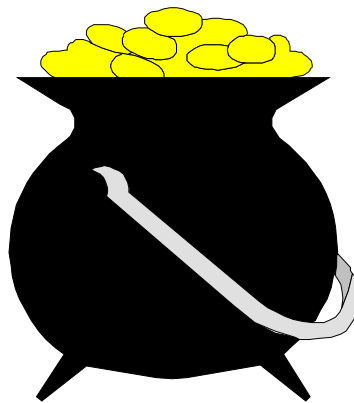


### THE GOLD FISH GAME

Bowls should be set up on a board about three inches apart and players try to throw ping pong balls into them. Generally, three balls are sold at a time. To run this game, use live goldfish in the bowls as prizes. Goldfish can be purchased at wholesale prices from various wholesale pet or bait shops. Usually, instead of giving the winner the bowl with the goldfish in it, the fish and water are transferred into a sandwich type bag so it can be more easily carried home. **If you don't want to fool with live goldfish (and who can blame you for that) [set up bowls in one of the following ways:](#)**

**\*RAINBOW BOWL GAME**  
fill 10% of the plastic bowls with red water, 30% with blue water and the rest with green water, using food coloring. Give a specified number of redemption tickets to be awarded according to the colors. Consider using a special designated bowl in the center for a larger quantity of tickets.

**\*BOWL GAME**  
Each player receives three ping pong balls. If the player puts 2 balls into the bowls, they win 5 tickets. One ball out of three – 3 tickets. If they do not get any balls in the bowls, they get one ticket. Adjust the ratios to suit your objectives.



### GUM BALL BOWL

Sell chances to guess how many gum balls are in a large bowl. The winner receives a large prize at the end of the day's events. You can also fill a bowl with pennies and play the game the same way. The winner takes home the bowl of pennies!



### CARD DART GAME

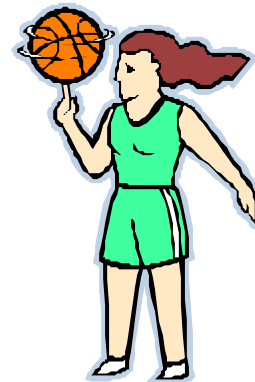
Cover a dart board with playing cards. Sell three to five darts

per play and give redemption tickets for various poker hands that have been created by the thrown darts. For example, 20 tickets would be given for a royal flush or 4-of-a-kind and 10 tickets for a pair.



### FOOTBALL TOSS

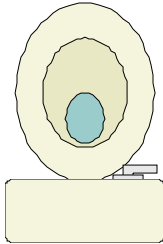
Suspend two or three automobile tires with ropes and let players try to throw a football through the tire. You might find small tires available from foreign or compact car shops. Some organizers swing the tires back and forth slowly. Regulate the degree of difficulty by determining the distance from the tires and from where the footballs are thrown.



### BASKETBALL TOSS

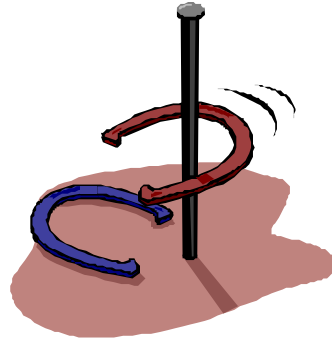
A regulation size 18 inch inside-diameter basketball goal is all this game requires. Your throwing distance should be from between 8 and 12 feet. Be sure to post a sign limiting the number of times a player can win. Examples of prize awards

would be 10 tickets for three out of three goals. 5 tickets for two out of three. 2 tickets for one goal. 1 ticket for trying.



#### **TOILET SEAT GAME**

Mount toilet seats on a vertical plywood board. Cut a hole in the plywood behind each seat. Sell chances to throw a roll of toilet paper through the hole. Sell three throws for 25 cents and give a designated number of redemption tickets if the player throws all three rolls of toilet paper through the hole. This game generally attracts quite a bit of attention, particularly if it has not been seen before.



#### **HORSESHOE GAME**

Ring a peg with the horseshoe. Use either the plastic shoes or regular game horseshoes. Improvise your own rules, space or time allowed.

#### **PICK A CLOWN'S POCKET**

Make a clown costume with some big pockets and fill the pockets with Grab Bag prizes. The kids pay 25 cents (or ticket value) to reach into the clown's pocket to pull out a prize as the clown walks around the carnival. Little ones enjoy this attraction!

### **NOVELTY BOOTH**

We have a large selection of items suitable for outright sale in a novelty stand. Please remember that, in addition to being a **Novelty Wholesaler**, we cater to retailers who specialize in servicing impulse and novelty items for the 7 to 18 years old age groups nationwide. We are well aware of the types of novelty items your kids enjoy and desire. Use our specialized knowledge, which we share freely, to help you to select the right items to offer for sale in during your event. Remember that you may double your average cost price of selected items and still be half the price of retail!

## **We'll print your successful experiences!**

**CARNIVAL BOOTH IDEAS IN THIS BROCHURE HAVE BEEN SUBMITTED BY FOLKS JUST LIKE YOU! WE'LL GLADLY PRINT YOUR SUCCESSES IN THE NEXT ADDITION OF OUR**

### **CARNIVAL PLANNER.**

**SIMPLY EMAIL TO: [SERVICE@REBECCAS.COM](mailto:SERVICE@REBECCAS.COM)**

**OR FAX TO: (817) 354-6393**

# CARNIVAL INFORMATION SHEET

ORGANIZATION/SCHOOL \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EVENT DATE \_\_\_\_\_ HOURS OF CARNIVAL \_\_\_\_\_ ATTENDANCE EXPECTED \_\_\_\_\_

NO. OF REDEMPTION GAMES \_\_\_\_\_ TICKET PRICE \_\_\_\_\_ REDEMPTION VALUE OF TICKET \_\_\_\_\_

NO. OF INSTANT WIN GAMES \_\_\_\_\_

LIST OF GAME BOOTHS	TICKETS TO PLAY	NO. OF TICKETS REDEEMED FOR PRIZES				
		4TH PRIZE	3RD PRIZE	2ND PRIZE	1ST PRIZE	OTHER

INSTANT WIN BOOTHS	TICKETS TO PLAY	PRIZES

**ASSIGNMENTS**  
Chairman's Report

CARNIVAL \_\_\_\_\_ DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

Organizational President \_\_\_\_\_

PHONE \_\_\_\_\_

CHAIRMAN \_\_\_\_\_

PHONE \_\_\_\_\_

TREASURER \_\_\_\_\_

PHONE \_\_\_\_\_

PUBLICITY CHAIRMAN \_\_\_\_\_

PHONE \_\_\_\_\_

HALL CHAIRMAN \_\_\_\_\_

PHONE \_\_\_\_\_

PRIZE CHAIRMAN \_\_\_\_\_

PHONE \_\_\_\_\_

FOOD CHAIRMAN \_\_\_\_\_

PHONE \_\_\_\_\_

GENERAL BOOTH CHAIRMAN \_\_\_\_\_

PHONE \_\_\_\_\_

BOOTH NAME \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ PHONE \_\_\_\_\_

BOOTH NAME \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ PHONE \_\_\_\_\_

BOOTH NAME \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ PHONE \_\_\_\_\_

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CHAIRMAN \_\_\_\_\_ PHONE \_\_\_\_\_

BOOTH NAME \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ PHONE \_\_\_\_\_

BOOTH NAME \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ PHONE \_\_\_\_\_

EVENT \_\_\_\_\_  
DATE(s) \_\_\_\_\_

**WORK DETAILS**  
(Chairman, General Booth Chairman)

**SET UP VOLUNTEERS**

Location/Booth Name	NAME	PHONE	DATE	TIME

**CLEAN UP CREW**

Location/Booth Name	NAME	PHONE	DATE	TIME





Event \_\_\_\_\_  
 Date(s) \_\_\_\_\_  
 Page \_\_\_\_ of \_\_\_\_

**PRIZE CONTROL**  
 (Prize Chairman)

<b>Prize (Item Name)</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>RECEIVED \$</b>	<b>USED \$</b>	<b>RETURNED \$</b>	<b>COST</b>
<b>TOTAL COST OF PRIZES, THIS PAGE</b>						
<b>BALANCE BROUGHT FORWARD</b>						
<b>TOTAL COSTS</b>						



EVENT \_\_\_\_\_  
 DATE(S) \_\_\_\_\_

**PUBLICITY EXPENSE CONTROL**  
 (Publicity Chairman)

<b>PAID ADVERTISING (Newspaper, Radio, etc.)</b>	<b>COST EST.</b>	<b>PAID OUT</b>

<b>SUPPLIES AND PRINTING (Describe)</b>	<b>COST EST.</b>	<b>PAID OUT</b>

<b>POSTAGE/DISTRIBUTION (Describe)</b>	<b>COST EST.</b>	<b>PAID OUT</b>

<b>TRAVEL/OTHER (Describe)</b>	<b>COST EST.</b>	<b>PAID OUT</b>

**TOTAL COST OF ADVERTISING** \_\_\_\_\_

EVENT \_\_\_\_\_  
 DATE(S) \_\_\_\_\_  
 Page \_\_\_\_ Of \_\_\_\_

**BOOTH CHAIRMAN'S REPORT**  
 (Total of ALL reports should balance with Treasurer's Report)

BOOTH NAME \_\_\_\_\_ SPONSOR \_\_\_\_\_  
 CHAIRMAN \_\_\_\_\_ PHONE \_\_\_\_\_

**DECORATIONS**

SUPPLIER	ITEM/STOCK No.	QUANTITY	UNIT COST	TOTAL COST

**EQUIPMENT**


**SUPPLIES**


**PRIZES**


**TOTAL COST** \_\_\_\_\_

EVENT \_\_\_\_\_

DATE(S) \_\_\_\_\_

Page \_\_\_\_ Of \_\_\_\_

### INCOME SUMMARY (Treasurer's Report)

Location/Booth Name	Ticket Count	Value of Tickets	Total Income
<b>TOTAL TICKET INCOME</b>			

**ADDITIONAL INCOME:**

SOURCE(S) PRESALE OF TICKETS	
<b>TOTAL ADDITIONAL INCOME</b>	

**TOTAL CASH RECEIPTS FROM EVENT** (should balance with ticket income) \_\_\_\_\_

**TOTAL DEPOSITS PRIOR TO EVENT** (should balance with Additional income) \_\_\_\_\_

**TOTAL INCOME** \_\_\_\_\_



EVENT \_\_\_\_\_  
DATE(S) \_\_\_\_\_

**CARNIVAL PARTICIPANTS QUESTIONNAIRE**

(All Chairman, Volunteers, Workers, Helpers and Administrative Personnel)

**NAME** \_\_\_\_\_  
**PHONE** \_\_\_\_\_

**ASSIGNMENT** \_\_\_\_\_

1. Were prizes or products of a good quality and were recipients satisfied with them?  
If not, why not?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you have any problems with the control of your booth or assignment?  
(communications, helpers, level of difficulty of a booth game, etc.)

\_\_\_\_\_  
\_\_\_\_\_

3. Was there any aspect of the organization or operation of the carnival that should be improved next year?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you have any suggestions that might improve upon the operation of your booth or assignment, or the carnival as a whole?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will you be available as a booth chairman or carnival volunteer at our next carnival?  
\_\_\_\_\_ YES    \_\_\_\_\_ NO

6. Additional comments are appreciated - please feel free to make them.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_