

Journey to the Manger-December meeting

December 11, 2018 / 6:00 PM / Room 110

ATTENDEES

Lisa Jacobsen, Janie Gausmann, Lisa Faulders, Amber Ruehrup, Stephanie Faulders, Jeannie Trimmer, Heidi Fields

AGENDA

All topics related to Journey to the Manger--see notes below

NOTES

- **Animals?**

We discussed the possibility of renting animals. Cost is a factor. Donated animals would be better but the problem with insurance and allergies was brought up. Part of the discussion was whether live animals were worth it. Two people gave a definitive yes, one person was unsure, and the others gave no opinion. We thought at least having sheep would be nice.

Cindy's zoo, out of Wentzville, MO, charges \$500 minimum for sheep, a donkey, rabbits, and maybe a baby camel. The animals can be petted. The business is insured and will bring the animals, and they can be inside as long as no steps were involved. One person mentioned that the attitude of the driver who brought the animals to their church was poor.

Nolan's Exotic Petting Zoo, out of Eldred, IL, charges \$750 minimum for large camels (have to be outside), donkeys (even a cross donkey), sheep, goats, and rabbits. They were hesitant to even allow the sheep to be

inside. They are insured and many churches use them for Nativities and have good things to say about them.

The final decision was to try to find someone to bring their sheep for free and maybe a donkey. We will reevaluate for next year.

- **Script/Actors**

Stephanie wrote a script and explained it. The group whole-heartedly endorsed it. It centers around having the groups of visitors being led by Mary down the hallway through the various stations and meeting up with Joseph and then continuing the journey trying to find an inn. Mary and Joseph separate from the group once an innkeeper allows them to use his stable. The group is led on by another student/guide down the hallway to the Ron Henschen gym where the group sees the shepherds and angels. The group then goes into the gym to find Mary and Joseph at the manger with baby Jesus. There are six stations. The script requires 4-5 Mary's, 4-5 Josephs, 2 Elizabeths, 3-4 Innkeepers, 5-6 Angels, 3-4 shepherds, and 4-5 "plants." See the Script and floor plan of the school for more details.

More costumes were purchased by Stephanie Faulders. She will turn in the bill to Mr. Schnare. Heidi Fields purchased more baby bumps for the Marys. She will turn in the bill to Mr. Schnare. These expenses come to approximately \$250.

Convincing students to sign up is difficult. They are busy with finals and family plans. Acting the same scene out for 30 different groups of people is hard. Convincing more students to commit to acting would make it easier for all of the students. Serving refreshments to the actors at the stations would also help.

- **Decorations**

Lights and other decorations are at the school. More lights can be donated/purchased.

Most overhead lights will be off. Table lights would be helpful.

Curtain lights will be hung behind the registration table and a ball of lights hung in the gym commons.

Decorated Christmas trees will be moved to the gym commons and the main gym.

The main concern was the lighting in the hallway to the Ron Henschen gym. We are not sure it can be turned off for the effect we want when the angels appear to the shepherds. A dark curtain should be hung at the entrance to that hallway. It would look nice with arch lights in the hallway. An alternate plan was not discussed.

Set up will occur Thursday afternoon and Friday.

- **Cookies**

Heidi Fields cannot be there until 5pm on Friday. Jeannie Trimmer volunteered to set out cookies. Amber Ruehrup volunteered to box the cookies for sale. Potential peanut allergies are a concern but a clear plan of action was not set in place. Lisa Jacobsen will talk to Elizabeth O'Dell and pick up the cookie boxes and ornament bags from her. Trays, etc. will need to be gathered. Heidi volunteered to loan us items from her church. One percolator for coffee and one percolator for hot chocolate.

Janie is designing signage to make it clear that the boxed cookies "require" a donation. She is also making signs for the ornament table(s).

- **Live Music**

Mrs. Shimkus is taking care of the live music and will have some students volunteer to play. The band will NOT be playing.

- **Ornaments**

Mr. Schnare has his woodworking students making crosses. 36 crosses have been made and approximately 20 more will be made. They will be for sale for \$25.

- **Registration**

Lisa Jacobsen will do the registration table. Mr. Schnare advised having a master clipboard to group people on. Several volunteers will be needed to help at the registration table. Lisa will consult with Elizabeth O'Dell on best practices. Do we want to have people check off how they heard about the Journey?

- **Advertisement**

Mr. Schnare bought new lights and tethers for the sandwich boards. Volunteers are needed to place the sandwich boards at the usual corners. (Across the street from Men's Warehouse and the corner of the school property?)

- **Financial statement**

The Fine Arts Booster account currently has about \$2500. Last year the Journey took in approximately \$1000.

ACTION ITEMS

1. Mr. Schnare will talk to Jacob Durham about finding sheep and bringing the gates for the corral. **(Done)**
2. Amber Ruehrup will bring the stable and 15 bales of hay on the Wednesday evening before the event.
3. Mr. Schnare will buy a trailer lock so Amber's trailer is safe. An alternative would be to block it in with a bus.
4. Pastor Fields and Mr. Schnare will ask students to sign up. Pastor Fields offered to buy all actors a drink from Starbucks. **(Pastor volunteered to donate the drinks.)**
5. Lisa Jacobsen will edit the signup genius to show the different roles and the number of actors needed. **(Done)**
6. Amber Ruehrup will purchase small, flat, individual, battery operated lights should be purchased for the registration table, the cookie tables, and the ornament tables. **(Done--cost of approximately \$60. Amber volunteered to donate the lights.)**
7. Jeannie Trimmer volunteered to donate her curtain lights to the school.

8. Find all lights and decorations. Lisa donated lights that might still be in Mr. Schnare's art room.
9. Can we turn off the lights in the main hallway to the Ron Henschen gym?
10. Hang a heavy, light-blocking curtain to the entrance of the hallway.
11. Purchase wire arches (make wooden arches?) for the hallway so we can string lights on them.
12. Make silhouette sheep for the wall of the hallway??
13. Tables set up in the gym and the gym commons for registration, cookies, ornaments, and guest seating.
14. Stephanie will make the scripts for the actors and send them to Mr. Schnare to be printed.
15. Janie Gausmann is designing signs to be printed--by Mr. Schnare?
16. Heidi Fields will loan us cookie table decorations.
17. Find the green and gold table cloths for the cookie tables.
18. Box cookies to be sold.
19. Bring in trays, etc for the cookies.
20. Buy water bottles? Buy percolator filters? Buy stuff for punch?
21. Lisa Jacobsen will assemble some Christmas song pamphlets to lay out on the tables.
22. Lisa Jacobsen will make a one question survey as to how the guests found out about the Journey.
23. Need men to place sandwich board signs on the corners.
24. Stephanie Faulders will write a brief script for a radio spot. Mr. Schnare will take students Thursday morning to record the spot.
25. Mr. Schnare will contact Amy Stewart to make sure the flyer was sent to all of the churches and schools.
26. An "announcement" for the newspapers needs to be submitted. Mr. Schnare will talk to Amy Stewart about this.
27. Need volunteers to post flyers in stores, etc.