City of Tempe
Special Events
3500 S. Rural Rd.
Tempe, AZ 85282
480-350-5200
www.tempe.gov/events

TO: Tempe Service Clubs, PTO's Civic Groups, and School Clubs and other non-profit organizations

FROM: Jonni Wolfe, Special Event Coordinator

DATE: August 14, 2013

SUBJECT: City of Tempe 36th Annual Family Halloween Carnival

The City of Tempe Recreation Department would like to invite your non-profit group or organization to take part in the 36th Annual Family Halloween Carnival. This year's event is going to be bigger and better than last's years with entertainment, costume contests for goblins of all ages , and as always, creative game booths.

DATE

This year's carnival will be held Saturday, October 26, 2013 from 5:00 p.m. to 9:00 p.m. at Kiwanis Park, Mill Avenue and All America Way. **It is held on the south soccer fields by the tennis courts, closest to Guadalupe Rd.**

PURPOSE

The purpose of this program is to offer a safe and entertaining alternative to "Trick or Treating" for the families of Tempe, as well as other valley families. The carnival provides families and children of all ages with an enjoyable evening of costume contests, carnival games, food and entertainment.

In addition, the Halloween Carnival is designed to be a fundraiser for non-profit groups in the local area.

FUNDRAISING POSSIBILITIES

Come join in the fun and at the same time help raise money for your organization! It's simple, have your organization create a fun interactive game that patrons could participate in. Then the day of the event, patrons will purchase tickets for .25 cents a piece that can be used to play all games. These tickets can then be redeemed to play your game and the proceeds collected by your booth(s) will go towards your organization.

What are some game possibilities? Last year's groups had game booths such as fishponds, beanbag tosses, ring tosses, and basketball shoots to name a few. This year, however, it would be great to make each booth even more unique and exciting. Fun Services in Tempe rents carnival games for only $30.00 a night. Another possibility is to do an internet search to find new types of games to provide. It is strongly encouraged to take advantage of this information in order to give your organization the opportunity to maximize its fundraising efforts. **We do ask that every person who participates in your game/activity walk away with something (piece of candy, sticker, toy, etc.), even if they do not "win".**

As a reminder, any booth that wishes to sell food items **must** comply with the **Maricopa County Health Department's** guidelines and provide us with a certificate of insurance naming the City of Tempe as additional insured. A copy of these guidelines and the temporary food service permit application can be found at: http://www.maricopa.gov

BOOTH RESERVATION

If your group or organization would be interested in participating in the carnival as a community service or fund raising project, please fill out the enclosed registration form and return it via mail or fax. ***Registration forms will be processed on a first come first serve basis***. Please note that if your second choice is already taken by another organization, you will be notified via phone or email. The deadline for reserving space in this year's carnival will be **Friday, September 13th by 5 p.m.** Since this year's carnival is gearing up to be a ghost of a good time, we urge you to reply as soon as your organization decides what type of fundraising activity that you would like to do. The registration form is attached. By registering early, this will ensure that your organization secures a spot at this increasingly popular event.

Booth guidelines will include the following:

- **All reservations must be made by filling out the registration form completely.**
- Registration forms can be emailed, faxed, mailed or brought into our office.
- Booths will be given on a first come, first serve basis.
- The person reserving the booth must attend the carnival during set-up and teardown.
- The maximum will be 5 booths per organization.
- A $30.00 fee per booth will be assessed to each booth *after* the carnival has ended to help cover expenses of the carnival. No money is required up front to participate.

SET-UP

A 10' X 10' booth which includes a tent is provided for each booth reserved. **Please note, organizations are responsible for providing any tables and chairs they may need.** Each group that participates in the carnival is responsible for providing their own set-up materials for the evening (i.e. decorations, games, generator, signage, etc). Please keep in mind that water, electricity, and tools will **NOT** be available.

Thank you for considering participation in this year's Halloween Carnival. We look forward to hearing from you and working with your organization.

Sincerely,

Jonni Wolfe
Special Events
(480) 350-5225
Jonni_wolfe@tempe.gov