Solicitations/Finance

* final head count (123 students + 312 parents and guests + 6 teachers+ 16 volunteers+ 3 maintenance+3 guards)
* list of students
* collection and liquidation reports
* list of sponsors – Four Leaf Enterprise (Gold), Readyman Inc. (Gold), G-Konsept Glass and Aluminum (Bronze – money to be deposited directly into account) plus one other donor
* Follow-up payment of G-Konsept Glass and Aluminum

Food

* name of caterer – JMT Catering
* find out if they will be using water coolers, how many and wattage
* find out if they will bring own tables
* find out if they have own trolley
* find out name of taho vendor
* kakanin from Bulacan: good for 500 people
* trash bags
* anticipate walk-ins -- include in letter that walk-ins will not be allowed
* food/photobooth stubs
* prepare food history labels

Giveaways/Prizes

* finalize list of things to buy
* include banderitas
* liquidation (receipts) of 10k cash given
* anticipate walk-ins – included 12 extra kits
* prepare kits, including instructions on how to make the kite

Programme

* assign persons to give Opening Prayer (student rep from Molave), Welcome Remarks (Ms. Bacerra), Closing Remarks (Bernard), conductor of National Anthem (student rep from Narra) and Sportsmanship Pledge (student rep from Ipil) – inform respective advisers and Ms. Bacerra
* inform Yakal adviser to prep volunteer performers
* coordinate with performers re minus ones, etc.
* look for fiesta music
* inform Ms. Bacerra of name of photobooth – Litrato photobooth
* submit venue lay-out to Ms. Bacerra
* measure length of banderitas needed
* streamers – get logos of sponsors
* distribute letters to parents
* check patintero and touch ball lines
* ask maintenance if they can replicate black lines or make lines on January 18
* simulate events transitions for timing
* submit number of tables and chairs needed
* finalize groupings
* signages
* AVP presentation
* sportsmanship pledge text
* game schedules
* borrow floating blackboards
* how to play mini-games