Mochi Tsuki 2023 Action Plan/Suggestions for next year

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| **What** | **Who** | **Status** | **Details** | **Changes/suggestions for 2024** |
| Secure Burn permit | Carol | done | Submitted; waiting for approval – December |  |
| Secure Food Handling permit | Carol | After inspection | Submitted; paid $95; waiting for final approval |  |
| Secure Woodward and rooms | Debra | done | Securing 212 and 301 and teacher’s breakroom; girls locker room |  |
| Friday night set up and orientation | Carol |  | Power point presentation  4-6 set up (school lets out at 3:30)  6:00 – 6:30 orientation/pizza  6:30 – mochi forming/obon dancing intro/allow volunteer purchases  2 mikes for the gym | Need microphone  Laptop HDMI attachment  That’s a Some pizza order for 5:30  (2 large cheese, 2 large meat, 2 large vegarian gorgonzola, 2 large vegetarian) - $275 |
| Posters | Tracy | done | Request mask wearing  Add obon event  Change to 33rd annual  Sponsor: T and C |  |
| Secure T and C contact and supply ordering | Ron Nakata/Vern Nakata | done |  | Need mochi bags – used them all up and additional clam shell boxes |
| Secure area leaders |  |  | Trivia Wheel  Volunteer Check in |  |
| Secure Taiko Group  -order sushi | Carol | Done  Done – 1/7 8am p/u | Planning on a noon show and 2:00 | Order large platter of sushi  Pay their fee  Pay their ferry fees |
| Collecting special prizes for “gold” number on trivia wheel | Mariko Green | done | Soliciting friends for donations |  |
| Secure Obon leaders/process | Katzumi Frogner; Bianca and Jeff  Mariko Green | done | ½ hour from 1-1:30 pm  Outside covered area  Need music, speakers and microphone | Block off the covered area with cones so no one parks there  Consider adding a third dance |
| Confirm times for Friday and Saturday. |  | Done | Setup time/Date:  **Friday, January 6 from 4-7 pm** – setup, rice prep, equipment and supply delivery, an rolling, orientation, dance practice(!)  4-6 pm setup  6-6:30 – orientation/pizza  6:30 – mochi forming/obon dancing  **Saturday, January 7**  7am-11 am  11am-3 pm – event  Noon-12:45 – taiko performance #1  1:00-1:30 – Obon Dance 1 and 2  2:00-2:45 – Taiko performance #2  3:00-4:00 - cleanup |  |
| Taiko management | Carol | done | Print and distribute 700 tickets for each show –  Color coded tickets for  Noon show--PINK  2:00 show---BLUE  Collect based on where they live: Bainbridge, Kitsap, not Kitsap  Tape floor, carpet for audience walkway only |  |
| Livestream on BIJAC facbook page | Jay Matsudaira |  | Get him access to the webpage |  |
| Columbia bank credit card readers | Debra | Done | Readers needed for merchandise sales, mochi donations, donations at the door  Debra  Lynn  Jeff O’Meare  Al Quan  Carol | Used 4 readers:  2 3 at merchandise sales  1 at mochi distribution  We could use at least 2 for mochi distribution |
| T-shirt inventory-other goods | Debra Grindeland  Lynne Brunelle | Done | What do we need to sell?  Stan and Eileen – determine t-shirt inventory needed  Lynn will make her mochi dishes to sell – we receive a % of sales |  |
| Confirm with COBI | Carol | Done | -providing medical support  -providing parking and traffic control – provide list of handicapped parking/access for volunteer parking in North Lot – use cones | We can use parking monitors at Woodward earlier – at 9:30-10:00, especially to guard the North gate and parking access |
| ~~Additional drinking water~~ | ~~Carol~~ | ~~Done~~ | ~~Olympic springs delivering water jugs and dispensers; picking up at event end~~ | Don’t need this |
| Handwashing stations | Debra | Done | Does the school still have those portable washing stations? | Yes – the one station caused a bottleneck – need to monitor the water levels and wet floor |
| Food handler cards |  | Requested | Kitchen and outside rice prep |  |
| Confirm with BISD:  Keys to WW  Lights on Friday/Saturday in parking lots  Verify permits | Carol | Done | Bill Ackerman – send floor plan | He needs the signed commissary agreement, food handler application  Parking lot lots need to be turned on by 7 am on Saturday. |
| Food for Friday night | Carol |  | Pizza delivery from That’s a some pizza;  water |  |
| Create setup actions | Carol |  |  | Photos really helped |
| Create job descriptions | Carol |  |  |  |
| Set up reminder signup genius email | Carol | Done |  |  |
| Follow up email |  |  | Thank volunteers:  Include news links  Include fun stats |  |
| Supply needs for 2024 |  |  | Signs:   * **Obon Dancing** (arrow left) for the Gym exit door * No entry -please enter through the South entrance (3 for North exterior doors) * **Doors open at 11 – 3**-4 for the North exterior doors * Poster hanging 3M strips * 5 more foam core boards (18x24)   OTHER ISSUES   * More large origami paper – plenty of newsprint available * Plenty of kid activity cards left – *no need to order* * Add another set of taiko ticket collection boxes to allow the line to move faster--DONE   Need to print taiko tickets  700-537 = 163 pink  700-577= 123 BLUE |  |