

CARISBROOKE EASTER EGG HUNT
PLANNING GUIDE
2/5/17

ACTIVITIES:

- Easter Egg Hunt
- Easter Bunny
- Art Contest
- Announcements
- Volunteers for Event

EASTER EGG HUNT:

- Schedule:
 - Occurs on Easter Saturday at approx. 11AM at the common area
 - Normally no rain date is set as Easter is the following day and Easter Bunny costume rental
 - 1-2 Days prior- Purchase candy and prizes (to avoid purchase if high probability Hunt to be cancelled due to rain)
 - 1-2 Days prior- Stuff eggs
 - Morning of Hunt: Hide Eggs the morning of the Easter Egg Hunt within 1-2 hours of hunt
 - If assisting Ester Bunny in dressing, have 1-2 volunteers stay at the common area between the time of the hiding and the hunt
 - Miscellaneous Scheduling Considerations
 - Common Area Grass cutting- try not to have grass cut within week of Easter Egg Hunt
 - Communications- see below
- Purchases for Easter Eggs
 - Purchase approx. 10-14 bags of Easter candy, keeping in mind the size of the candy needs to fit inside the eggs.
 - If chocolate candy should be wrapped
 - Jelly beans, Skittles,
 - Coins- one roll each nickels, dimes, quarters (\$8-total)
 - Prizes- \$20 of prizes from Dollar Tree.
 - Consider age and sex in items purchased
 - Slips of paper with P or Prizes noted to be inserted in Easter Eggs (Equal slips to #prizes)
 - Plastic Easter Eggs if needed
- Stuffing Easter Eggs
 - Recommend 4-6 volunteers to stuff Easter Eggs
 - Suggest placing candy in bowls and coins in separate bowls for ese of filling Eggs
 - Do not place coins in Eggs that do not have wrapped candy
 - Prize slips can be in Egg with candy

- Provide paper bags or reusable large bags for transporting filled Eggs to Easter Egg Hunt
- Easter Egg Hunt- Hiding Eggs
 - Facing the pool, the area to the right of the pool, including volleyball court, front area, along pool, and to the shelter is the area for the young children (typically ≤ 5 yr)
 - Place eggs in grass, and obvious placement in this area including low level in trees, fence, etc.
 - Facing the pool, the left side of the common area including the natural area to 7 Nelson Maine, playground area if designated as the Easter Egg Hunt are for the older children.
 - Find the Eggs making it a challenge to locate them (EX: under leaves, pine straw, tall grass, etc.)
- Easter Egg Hunt
 - Try to divide the children up evenly in 2 age groups (Suggest: ≤ 5 y and ≥ 6 yr.)
 - Instructions to children should include the following
 - Area where they should be searching for Eggs- try and keep older children out of area for the younger children
 - Prizes: Slip of paper designates a Prize
 - * will distribute Prizes at the end of the hunt
 - * In case of a child finds multiple Prize slips, be sure all the children get their 1st Prizes before allowing for multiple sections.
 - At the end of the hunt, remove the contents of the Eggs and return to the designated bags/boxes the Easter Egg for the TLC to reuse next year.
 - During and at the end of the Egg Hunt, assist participants in finding Eggs, empty Eggs, distribute Prizes, etc.
 - After the area has cleared, walk around and see if any Eggs still remain and gather them.
- Post Easter Egg Hunt- Finances
 - Turn in all monetary donations to TLC Treasurer
 - Turn in all receipts for candy, prizes and Easter Bunny costume rental

EASTER BUNNY

- Arrangements for the Easter Egg Hunt:
 - Reserve Easter Bunny costume from Party Station no later than Feb 20.
 - * Location: 10749 Jefferson Ave, Newport News
 - * Phone: (757) 597-7069
 - * Lord Cottontail or XXX, + green vest
 - Secure a volunteer to be Easter Bunny
 - * Nathan Arpan has been recent Easter Bunny
 - Pick-up Easter Bunny costume on Friday (Good Friday) by 6PM and return costume either Saturday afternoon (before 5PM) or Easter Monday
- Easter Egg Hunt
 - Assist in dressing Easter Bunny as needed
 - * Secure head and feet- use green vest, bow , etc. to hid head seams
 - * Provide an Easter basket for the Easter Bunny to care that contains some Eggs (and carrots)
 - * Have sewn foot/shoe cover to secure the coverings from bunching up and exposing actual footwear.
 - The Easter Bunny has very poor visibility of his surrounds due to the position of the eyes in the Easter Bunny head.
 - * Easter Bunny may need assists getting to and leaving the common area- provide walking escort and/or transportations (golf cart)
 - * At the Easter Egg Hunt it is recommended that someone be with the Easter Bunny to guide him around and to alter him of small children that might approach him.
 - * Assist Easter Bunny in posing for group photos with Art Contest winners and other photographs.

EASTER ART CONTEST

- Preparations:

- Secure 1-2 volunteers to judge the art contest entries that do not have children participating
- Arrange with TLC Treasurer the monetary awards: 3 each \$2 bills, silver dollar, 50¢ piece
- Secure masking tape to display the artwork and pen to note artist name on artwork if not already noted
- Art Contest:
 - Ages are typically 6 and under; 7-9 years of age; 10-12 years of age but have in the past been adjusted based on actual entries.
 - Display the artwork based on age group
 - Judges select a 1st, 2nd and 3rd place winners
 - Announce winners and present awards.
 - Return all artwork to artists
 - Arrange for a group photo of winners with the Easter Bunny

ANNOUNCEMENTS

- Front Entrance sign- coordinate with Sally Scharver for posting of sign
- Swatter and Email Community Announcements:
 - Post in Swatter at a minimum the month of Easter, preferable the month prior to Easter too. Example of Swatter write-up:

Easter Egg Hunt The annual TLC Easter Egg Hunt is scheduled for Saturday, March 26th at 11 AM at the common area. All Carisbrooke children and grandchildren, ages 12 and under, are invited to participate. The TLC is asking for monetary donations, mailed/dropped off to Lora Atkins (18 Nelson Maine) or Sherry Williams (22 St. Catherine Dr.) to cover the cost of candy and prizes. Prizes will be awarded for the best Easter art work in the following age categories: 6 and under; 7-9 years of age; 10-12 years of age. Please note the child's name on the back of the submission and their age on the front. There is NO rain date for the Easter Egg Hunt. Come out and meet the Easter Bunny who will be hopping around and available for photos.
 - Include in Calendar of Events

SUMMARY OF VOLUNTEERS-(volunteers can do multiple tasks)

- Easter Egg Hunt 1-2 to purchase candy, prizes, coins
 - 4-6 to stuff Egg
 - 4-6 to hide Eggs
 - 1-2 to distribute Prizes
 - 2-3 to gather Eggs after hunt
- Easter Bunny
 - 1 Person- Easter Bunny
 - 1-2 to escort Easter Bunny
- Art Contest
 - 1-2 organize Art contest on site
 - 1-2 judges