



1<sup>st</sup> Fiesta LEADS Planning Meeting  
Wednesday, May 20, 2026  
6:00 – 7:30 PM



## NOTES

### Went over lead responsibilities.

- See Attached Leads Responsibilities sheet.
- Shared information from County for food and entertainment See attached information

### List of Needs for Fiesta - Kris may do insert for bulletin will all needs...

- Lead identified what they have and what they need (**Leads---please edit and add to list – send to Kris edits, addition or if you can provide**) Needs include:
  - **Ice** – need to determine how to get ice for fiesta.
  - **Freezer** – Deacon Mike has freezer to donate
  - **Cake walk speaker** – Church has speakers
  - **Volunteers to sell Raffle tickets** –
    - 4:00 pm - Franchesca
    - 7:30 am - Beltron
    - 9:00 am – Delores
    - 10:45 am - ???
    - 12:30 pm – Jennifer Holgas
  - **Lead for game/food ticket sales? Have Counters may need one more**
  - **Someone to lead entertainment for 2027** – If know someone please let Kris know ASAP. Ray will train person now
  - **Set up food handlers trainings**
  - **Check with Frances on Little Anitas**
  - **Confirm any new activities (i.e. bounce house, obstacle course...)**
  - **Prizes for games**
  - **Cakes**
  - **Tires to support down booths**
  - **Potential Supplies for new booth**
  - **Propane gas for hamburger and Indian taco stoves**
  - **Play list set up for cake walk and someone to set up play list on phone.**

- **To Order Leads need to determine what needs to be ordered and amounts- Let Kris know ASAP.**
  - Gloves
  - Aprons?
  - Soda
  - Water
  - Hamburgers
  - Hamburger fixings
  - Meat for tacos
  - Ice cream
  - Candy
  - Cotton candy

### **Discussed Fiesta Mass**

- Youth Mass 4 pm day before Fiesta – Youth can do all ministries except eucharistic unless they commitment to continuing in this ministry
- Will process to Hall after Mass with Virgin Mary statue
- Father will do a blessing for the fiesta at the Hall
- Youth choir will do a few songs
- May have snacks at hall

### **Signage – Ron will order signs that are still needed**

- **Have signage for cakewalk, thrift store, ice cream, Navajo tacos, hamburgers, Cokes, others?** - Ron get signs from Delores that currently have
- **Need:**
  - Gate signs (2)
  - Yard signs – depending on cost – for display at other churches
  - Volunteer Check-in

**NEXT LEAD'S MEETING**  
**Wednesday July 15<sup>th</sup>**  
**6:00 - 7:30**  
**Parish Hall**



**LEADS RESPONSIBILITIES**  
**Find the right people - make it work**



**GENERAL**

**Before Fiesta**

- Come to Fiesta Lead meetings
- Communicate with Fiesta Chair before, during and after fiesta
- Get volunteers for your area
- Set up Booths
- Ensure parking strips are on dirt area

**During Fiesta**

- Sign in at Volunteer Check-in booth
  - Pick up ticket box for your area at Volunteer Check-in booth
  - Get name badge
  - Get meal ticket
- Set up your area
- Ensure all your volunteers have checked-in at the volunteer Check-in booth
- Ensure your volunteers know their duties/assignments/safety needs
- Ensure your volunteers have their name badge visible
- Supervise your area
- Maintain safe area
- Update Fiesta Chair of ongoing needs during fiesta (i.e. empty trash can)
- Cleanup and break down your area
  - Return Ticket box to Volunteer Check-in

**FOOD LEADS**

**Before Fiesta**

- Determine what food to order
- Work with Fiesta Chair to order food
- Work with Fiesta Chair to fill out County Temporary Food Establishment Paperwork (due to County Mid-August) See County Form
- Ensure all volunteers are trained in food handling (exception ice cream booth)
- Set up hand washing station see sample from County attached
- Ensure area is ready for County inspection

**During Fiesta**

- Determine what food to order
- Work with Fiesta Chair to order food

## **ENTERTAINMENT LEAD**

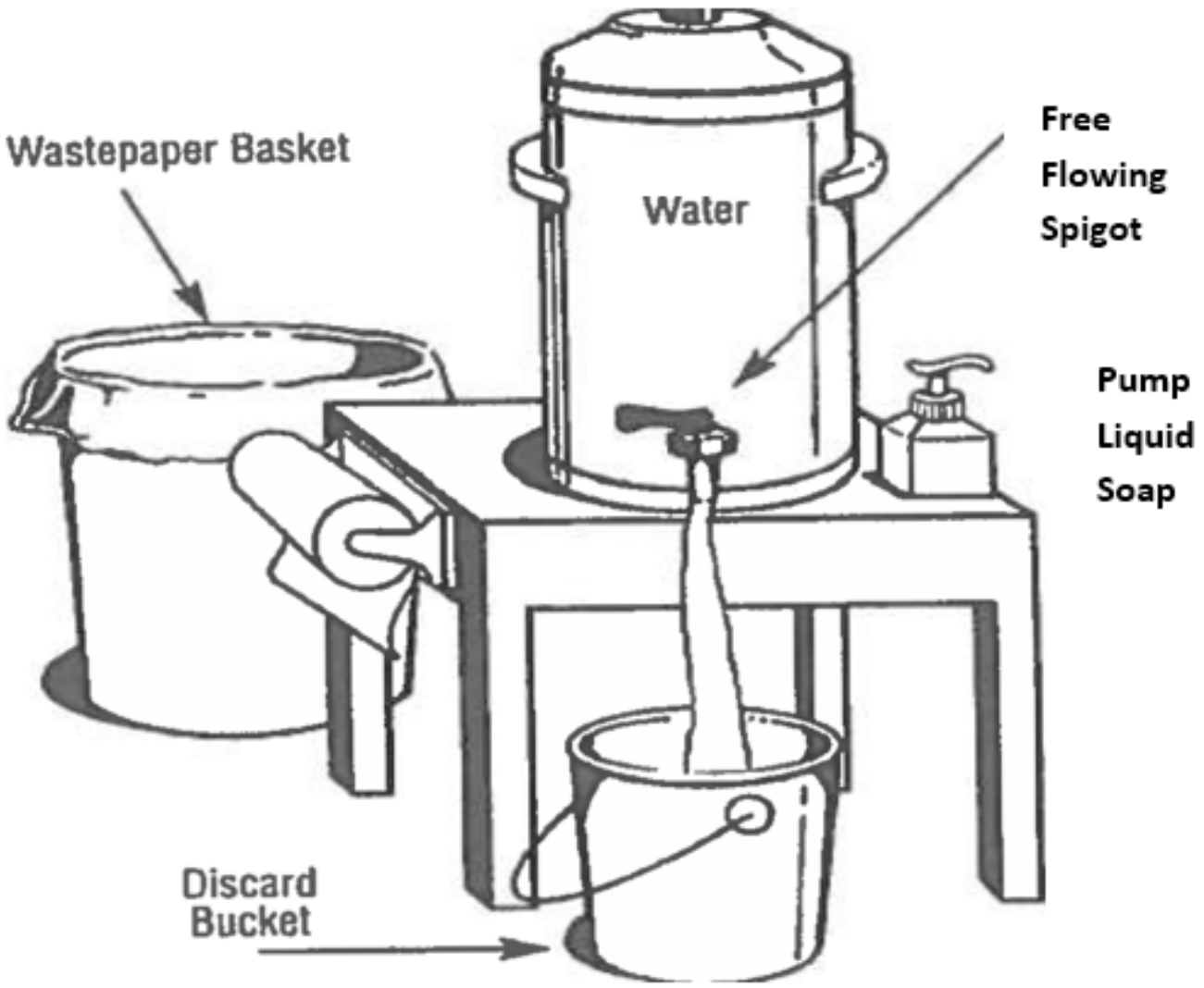
### **Before Fiesta**

- Determine what entertainment will occur by time
- Work with Fiesta Chair to fill out County Registration for sound equipment Paperwork (due to County Mid-August) See County Form
- Work with chair to get contracts in place for all entertainment

### **During Fiesta**

- Provide for MC during fiesta
- Ensure safety at entertainment stations

Hand Washing Sample from Bernalillo County





Bernalillo County Health Protection  
 415 Silver Ave, 2<sup>nd</sup> floor  
 Albuquerque NM 87102

Phone: (505)314-0310  
 Email: [HealthProtection@bernco.go](mailto:HealthProtection@bernco.go)  
Application is due no later than 14 days prior to the event!

**TEMPORARY FOOD EVENT (TFE) APPLICATION**

**Please note inspections will be conducted after the event set-up time.**

TFE OPERATOR INFORMATION	EVENT INFORMATION
<b>Name of Owner:</b>	<b>Event Name:</b>
<b>Mailing Address:</b>	<b>Location:</b>
<b>City/State/Zip Code:</b>	<b>Address:</b>
<b>Email Address:</b>	<b>City:</b>
<b>Phone number:</b>	<b>Date(s) of Event and Time of Set up:</b>
<b>Booth name:</b>	<b>Event Organizer's Name:</b>
<b>On-site (Person-in-Charge) Contact and phone number:</b>	<b>Event Location:</b> <input type="checkbox"/> Indoor Event _____ <input type="checkbox"/> Outdoor Event _____
<b>Please include a copy of your current food Permit if you are a mobile unit/food truck</b>	<b>Facility Type:</b> <input type="checkbox"/> Booth <input type="checkbox"/> Permanent Building <input type="checkbox"/> Mobile Unit <input type="checkbox"/> Food Cart

<b>FOOD INFORMATION: LIST ALL FOOD/BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR SAMPLED.</b>			
List Menu Item	Prepackaged	Prepared on site	Prepared at Other

**\*\*Note: Any TCS Foods are prohibited from being prepared at home.**

<b><u>Commissary information</u></b>	
Food Establishment Name	Name of Permit Holder
Address and City	Permit #
Signature of Permit Holder	Contact #
<b><u>Utensils and Equipment</u></b> <input type="checkbox"/> Single serve eating and drinking utensils. <input type="checkbox"/> Multi-use kitchen utensils  <b><u>Washing Set Up:</u></b> <input type="checkbox"/> Three basin set-ups <input type="checkbox"/> Shared three compartment sinks. <input type="checkbox"/> Three compartment sinks within a food establishment Sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Iodine	<b><u>Handwashing Facilities</u></b>  <i>Type of handwashing facility:</i> <input type="checkbox"/> Gravity-fed water with Free-Flowing <input type="checkbox"/> Self-contained portable unit (with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure.  <b><i>Hand Soap, single-use towels, and trash receptacles must be provided at all handwashing sinks.</i></b>
<b>Food Transportation</b> How food will be transported to event: Hot or Cold Holding?	<b>Electrical Supply:</b> <input type="checkbox"/> Refrigerator or Freezer available
<b>Refuse Removal</b> Identify the party responsible for all waste removal:	<b>Liquid Waste Removal</b> Frequency of liquid waste removal: __per day
<b>Food Safety Certification</b>  *Attach a copy of certificate/card	<b>Number of Food Employees</b>  *Attach copies of food certification for each employee

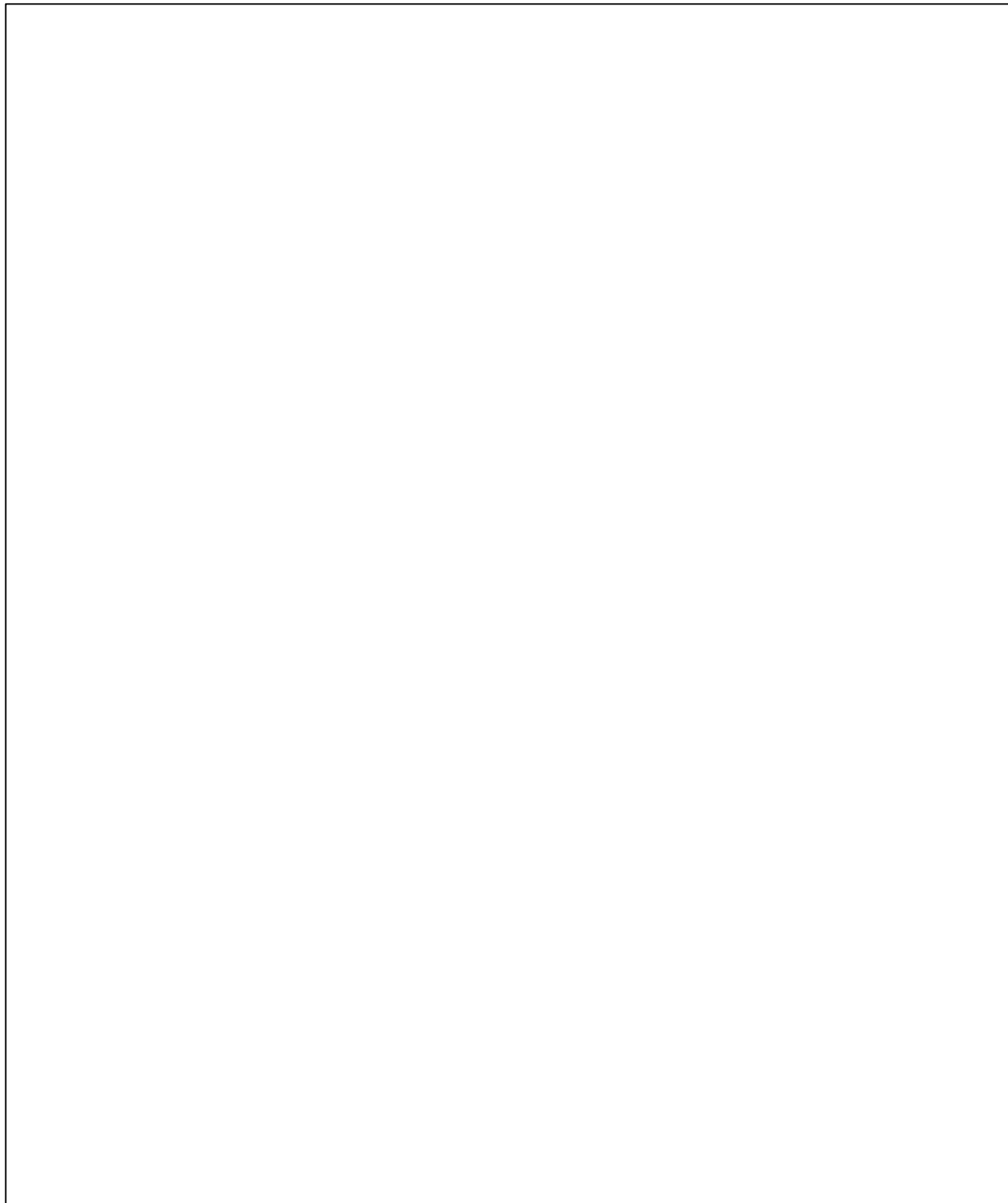
A temporary food establishment permit will be issued by an inspector. Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food establishment.

Applicants Name (Print) \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Sketch below the general layout of the Temporary Food Establishment indicating the location of the following:

1. Location of cooking and holding equipment
2. Location of handwashing and utensil washing facilities (if not using shared facilities)
3. Location of trash disposal containers
4. Location of worktables, food, and single-service storage

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a temporary food establishment layout. The box is currently blank.

## Temporary Food Establishment - Expanded Process Flow

List each food item and identify where each preparation step will be completed (TFE or PFE) in the first two boxes.

- TFE – On-Site Temporary Food Establishment
- PFE – Permanent Food Establishment

In the next Four boxes note how the food will be transported, cooked, cooled and kept hot.

Food	Thaw How? Where ?	Cut/Wash Assemble Where?	Transported How? Hot or Cold?	Cooked How	Cold Holding method	Reheating/Hot Holding Method



Bernalillo County
Planning & Development Services

Health Protection

415 Silver Ave. SW, 2nd Floor, Albuquerque, NM 87102

Phone: 314-0310

E-mail: healthprotection@bernco.gov

REGISTRATION STATEMENT for Sound Amplifying Equipment on Publicly Owned Property
(Pursuant to Bernalillo County Code Chapter 30, Section 30-124)

OWNER OF EQUIPMENT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

USER OF EQUIPMENT:

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

DESCRIPTION OF EQUIPMENT: \_\_\_\_\_

Amplified Sound Users be Advised:

- 1. Do not use sound amplifying equipment earlier than 8 am or later than 10pm.
2. Notify neighbors in advance.
3. Do not direct speakers toward the street or neighboring buildings.
4. Keep sound level moderate.
5. County Sheriff may suspend approval if complaints are received.

I understand the above requirements and will comply.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

County Representative APPROVAL:

Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature: \_\_\_\_\_

Note to County Staff:

This form is only for use when the event is held on public property such as a community center, public park, etc. If the location of the event is on County-owned property, please forward a copy of this form to Parks and Recreation Department.

-