



# Halloween Hoopla 2023

PARTICIPANT GUIDE



# Hybrid Event Overview

We are very excited to announce that this year we will be hosting another hybrid Halloween Hoopla. Our goal is to make this event inclusive and festively fun. Hoopla truly showcases the creativity in us all, and we invite you to participate and connect with one-another wherever you work.

## Elements of Hybrid Hoopla

- **LIVE Event at Fort Worth Medical Center – Tuesday, October 31<sup>st</sup>**
  - **Skits-** 12 people or less for stage safety
  - **Group Costumes-** 12 people or less for stage safety
  - **Individual Costumes**
- **Virtual Costume Contest Across the System – Tuesday, October 31<sup>st</sup>**
  - **Skits-** 12 people or less
  - **Group Costumes:**
    - Small group: 1- 5
    - Large groups: 6-12
  - **Individual Costumes**



# On-Site LIVE Event Overview

- Recorded and shared internally for Employee Voting **November 3**.
- LIVE streamed to patient rooms via CLZTV
- Employee Only Event

**When:** Tuesday, October 31<sup>st</sup> at 2:30pm

**Location:** Front of the Medical Center – Outdoor in Circle Drive

**Participant check-in location:** The Green Space near Camelot Court entrance at 2:10pm

## Costume Contest:

- Option to pre-register or register in-person on day of event before 1:00pm on October 31<sup>st</sup>  
In order for the production crew and event host to prepare for the live-stream, we will not be able to accept walk up entries upon arrival at the event.
- **Arrive to check in by 2:10pm** and look for a volunteer with your contest category sign to line up in order
- We will snap photos of all entries on stage for employee voting on CookNet

## Skit Contest:

- Deadline to submit in person and virtual skit registration forms: October 18
- If planning to record original music with Raymond Turner, schedule a time to record by October 16
- Skit themes & music must be approved in advance\*

## Event Communication:

- Event details shared via Cook Children's Newsletter and CookNet

## Award Categories

- **Costume Awards:** Most Creative(Individual), Funniest (Individual), Best Theme (Small + Large Groups)
- **Skit:** Best Skit

## Employee Voting: November 3-7

- Employee voting will be available on Cook Net and Patient Choice Voting on CLZ-TV
- All questions for costume and group skit entries email: [Amy.Smith@cookchildrens.org](mailto:Amy.Smith@cookchildrens.org)





\*\*If you are unsure if your costume/theme is child friendly it probably isn't. If you have specific questions, contact Amy Smith,

# Virtual Contest

## Virtual Costume Contest: [Submit through Tuesday, October 31](#)

- Costumes can be worn to work October 28-October 31
- Registration forms are located on CookNet
- Costumes must be child friendly
- Photo submissions – please be aware of your background and do not include any patient/confidential information

## Virtual Award Categories:

- **Employee Favorite:** Best Individual Costume, Best Group Costumes (small & large) and Best Skit

Selection committee will select top 20 submissions in each category for CookNet voting

- **Patients Choice:** Best Individual Costume, Best Group Costume, Best Skit

Deadline to submit registration and photo for virtual costume contest is 10/31 (23:59) [Amy.Smith@cookchildrens.org](mailto:Amy.Smith@cookchildrens.org)

## Virtual Skit Contest: [Submit video through Tuesday, October 31](#)

Registration forms are located on CookNet Due: October 18

- No more than 12 group members
- Skit must be under 5 minutes in length
- Costumes and music must be child friendly
- Contest participants must be employees only
- Video submissions will be posted for employee voting on CookNet starting Nov 3 – See registration form for submission details.



# Group Skit Contest Guidelines

*\*Schedule a time to meet with Amy Smith to answer all skit participant questions.*

## Step 1: Submit registration form:

All skit themes and music must be approved by Amy Walker or Amy Smith by [Wednesday, October 18<sup>th</sup>](#)

- Group sizes limited to **12 people**
- Safety note: Please note that the stage size is 24' x 16' and elevated 30" off the ground. Contestants can access the stage using stairs located on both sides of the stage. There will be railing around the border of the stage in the back and on each side. We suggest taping out the size of the stage when practicing
- Skits should be no longer than **5 minutes** in length
- All music/audio used for skits must be child appropriate and edited from the original for copyright purposes – submit to Raymond Turner by [October 23](#).
- *If planning to record original music/audio with Raymond Turner, please schedule a time to record by [October 16<sup>th</sup>](#)*
- 2 handheld microphones will be provided
- Historically, successful Hoopla skits have pre-recorded any spoken words with Raymond Turner for their performance in place of using a live microphone – Groups may also record/edit on their own device as long as it is submitted by the October 23<sup>rd</sup> deadline
- **Group practices must be held off campus and off the clock**
- Hoopla participation is voluntary and therefore Cook Children's cannot provide compensation for hours spent beyond typical working hours on meetings and/or practice
- All video taken for virtual elements is property of Cook Children's and will be shared on CookNet or as determined by the Internal Communications team
- Contest participants must be employees only
- Themes/attire must be child appropriate
- Only group members listed on the registration form will be eligible for prizes
- Determine a team captain who will notify Amy Smith to cue the music on the right side of the stage when you are ready to begin



# Group Skit Contest Guidelines Continued

- **Step 2: Arrive to check in by 2:10pm and look for a volunteer with your contest category sign to line up in order.**
  - Come prepared with music/props/attire for your skit- you will have a 2-3 minute set-up time.
  - The event is being recorded and will be shared on CookNet, by registering you are giving your media consent
  - There will not be time to practice day of on stage, please plan accordingly
  - Personal recording devices will be not be permitted
  - **Music:**
    - If you plan to record original music with Raymond, please schedule a time to record by **October 16.**
    - Final music must be submitted to Amy Smith by **October 23.** with notes for AV team (if any)
- **Step 3:** Tell your peers to log on to CookNet and vote **November 3-7**





# Awards

## How are the contest being judged?

### Individual and Group Costumes

- Panel of Judges Awards – *In-Person Live Event Only*  
Categories: Individual Most Creative Costume and Individual Funniest Costume  
Best Small Group Costume, Best Large Group Costume
- Patient Choice – CLZ-TV live text voting : Best Individual Costume, Best Group Costume
- Employee Favorites – Best Individual Costume, Best Group Costume
  - Voting on CookNet begins Friday, **November 3**
  - Votes must be in by **Tuesday, November 7**

### Group Skits

- Judges Award- *In-person event only*- Best Skit
- Patient Choice – CLZ-TV live text voting - Best Skit
- Employee Favorite – Voting on Cook Net from **11/3-11/7**– Best Skit



# Awards Continued

Categories	Judges Awards	Patients Choice	Employee Fav.
Small group costume	Concierge IDT	Concierge IDT	Concierge IDT
Large group costume	Concierge IDT	Concierge IDT	Concierge IDT
Individual Costume	\$15 Starbucks Gift Card	\$15 Starbucks Gift Card	\$15 Starbucks Gift Card
Skit	Concierge IDT	Concierge IDT	Concierge IDT

- Option for honorable mention awards in every category!
- The Concierge IDT (Inter Department Transfer of Funds) is based on \$10 per person in the group. Can be used to cater in a meal or treat for the winning group.



# Important Dates

- 10/16: Deadline to record original music with Raymond Turner
- 10/18 Deadline to submit skit registration forms – Both on site in-person and virtual skits
- 10/23 Deadline to submit skit music to Raymond
- 10/31 On-site in-person event
- 10/31 Deadline to Submit Virtual Skit Video (23:59)
- 10/31 Deadline to submit Individual and Group Costume for Virtual Costume contest(23:59)
- 11/3 Open employee voting on CookNet: Share top costumes in each category
- 11/7 Close voting (23:59)
- 11/9 Announce winners of all categories

We would love to hear about how you plan to celebrate Hoopla at your location!

Please email [Amy.Smith@cookchildrens.org](mailto:Amy.Smith@cookchildrens.org) for support or questions

# Calendar View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8	9	10	11	12 CC News Reminder: Halloween Hoopla	13	14
15	16 Last Day to Record Original Music	17	18 On-Site and Virtual Skit Registration Forms Due	19	20	21
22	23 Skit Music Due	24	25	26	27	28 Wear your costumes Oct. 28-Oct 31
29	30	31 Halloween Hoopla On Site Event Deadline to enter in Virtual costume contest Virtual Skit Video Due	1	2	3 Employee Voting on CookNet Begins	4
5	6	7 Employee Voting Ends	8	9 Winners Announced	10	11