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## ***2025 UPSES Festa Coordinating Report***

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### **Summary**

The Festa do Espírito Santo was successfully executed and remains a strong reflection of our faith, cultural heritage, and community commitment. Participation across Rosary Week, the Bazaar, Parade, and Festa Weekend was high, and the event was widely regarded as meaningful, organized, and financially mindful. The cooperation of volunteers, committee chairs, royalty, and community organizations ensured continuity of tradition while maintaining fiscal responsibility.

This report summarizes key outcomes, operational successes, challenges encountered, and recommendations for future improvement.

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### **Operational Highlights**

- **Volunteer Engagement & Leadership:**  
Strong participation across committees with thoughtful attention to detail and cost control. Many chairs noted effective teamwork and proactive problem-solving.
- **Food, Beverage & Kitchen Operations:**  
Kitchen operations were efficient and budget-conscious. Simplified food options reduced waste. Water and punch service was well received, particularly by families with children.
- **Bazaar & Entertainment:**  
Entertainment was well attended and positively received. Ground-level stage placement improved sound quality and safety. After-hours entertainment proved financially successful, reinforcing its value to future Festas.
- **Marketing & Community Outreach:**  
Digital promotion and community engagement were effective. Merchandise (notably tote bags) was a success and presents an opportunity for reusable, year-to-year branding.
- **Religious & Cultural Observance:**  
Rosary Week, the Processions, and Masses were well attended and reverent, reinforcing the spiritual mission of the Festa.

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## Challenges Identified

- **Parade Organization & Flow:**  
The parade progressed too quickly. Better pacing and route guidance should be revisited.
- **Saint Participation:**  
Saints require consistent organizational or family responsibility for transport and pushing. This expectation was not uniformly enforced.
- **Entertainment Scheduling:**  
Deviations from the published itinerary caused delays and scheduling conflicts. There was no single authority overseeing adherence to the schedule during Festa Weekend.
- **Bazaar Seating & Crowd Management:**  
Reserved seating for royalty and performers was not consistently enforced. Additional volunteers are needed to manage priority access for parade participants.
- **Supplies, Safety & Logistics:**  
Issues included shortages of plates and cutlery, oversized children's apparel, safety hazards caused by curb stops in the tent area, and inconsistent use of magnetic parade signage.
- **Communication & Guidelines:**  
Dress code expectations for visiting groups, ticket collection responsibilities, and parade procedures need clearer, earlier communication.

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## Recommendations

1. **Designate Key Leadership Roles**
  - Parade Operations Lead (pace, layout, and participant flow)
  - Entertainment Lead (enforce schedule throughout the weekend)
2. **Update Festa Guidelines to Include**
  - Bazaar reserved seating for performances
  - Saints responsibility requirements
  - Parade division leader structure and maps
  - Clear ticket collection expectations for all booths

### **3. Operational Improvements**

- Increase ticket orders (recommended minimum: 120,000)
- Source smaller-sized children's apparel
- Improve supply forecasting for plates and cutlery
- Address safety hazards in tent areas

### **4. Advance Planning Enhancements**

- Earlier marketing coordination and promotional planning
- Expand use of reusable signage and branded materials
- Improve communication with visiting bands and organizations regarding attire and expectations

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## **Conclusion**

Despite operational challenges, the Festa do Espírito Santo was a **successful and inspiring celebration**, upheld by strong volunteer dedication and community support. The event maintained its spiritual integrity while identifying clear opportunities for improved organization, communication, and leadership structure. Implementing the recommendations outlined above will strengthen future Festas and ensure continued success.

Respectfully submitted,  
**Festa Coordination Team**

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