

FALL FESTIVAL 2009

Homeroom Captain's Responsibilities

*Set up and **decorate** booth. Please bring your own card table! Set up can begin at 12:00 noon on the day of the festival. It must be set up by 4:00 p.m.

*Make a sign with required number of tickets (one may already be made for your booth – check the closet). FYI: The closet is in the gym and a key can be obtained from the office.

*Organize workers for your booth – see Homeroom Volunteer Folder.

*Arrange for all food items that need to be made for Country Store – See Homeroom Volunteer Folder.

*Clean up booth area after festival.

*Each booth will be provided with a ticket box. The ticket booth, bingo, concession stand, and Country Store will be provided with money boxes. Please return money and tickets to anyone on the fall festival committee after the festival is over. If you will not be there when the festival is over, make sure the last shift workers know what to do.

*Booth workers are needed from 4:30 – 8:00 p.m. (Booths are open from 5:00 – 8:00 p.m.) **The inflatable booths require setting up (4-5 men); if any Dads are available to help, please let the booth workers know.** One adult must be at inflatables at all times and high school students may assist. If you have high school volunteers, the booth must still be monitored by an adult.

*Please return your Booth Assignment Folders with completed information/comment sheets to the office by Friday, November 6th, 2009. These comment sheets are VERY important for the success of the next year's festival! These sheets are read and used to make improvements.

*Please call or email one of the Fall Festival Chairpersons or Co-Chairperson if you have any questions. Remember, this project is for our school and we must all work together for it to be successful.

THANK YOU FOR ALL OF YOUR HARD WORK!!!