

Instructions for Craft Show Volunteers

Friday Night Set-up – 6:00 PM until done. Enter through Main Office Doors.

- Report to the volunteer table at the high school office
- Bring 100' tape measure (if you have one)
- Fold and remove cafeteria tables and chairs
- Lay tarps in gym
- Measure and tape crafter sites in gym, cafeteria and hallways
- Hang directional signs in hallways and outside
- Move beverages from band room to cafeteria
- Move beverages from band room to stock the concession stand

Crafter Setup 5:45 – 9:00 AM. Enter through Cafeteria Doors.

Report to the volunteer table at the high school office before starting your shift for your assigned entrance and volunteer name tag.

- 5-6 volunteers stationed at each entrance
- Assist crafters to carry their crafts from vehicle to their assigned space in the school.

Attendants for Crafter Parking 5:45 – 9:00 AM. Enter through Cafeteria Doors

Report to the volunteer table at the high school office before starting your shift for your assigned entrance and volunteer name tag.

- 2-3 volunteers stationed at each entrance
- Keep curb parking moving. Crafters are only allowed to park along the curb to unload their crafts. After they have unloaded, direct them to park their vehicle in the parking lot.
- Unload crafts if time permits

Kitchen Service - shifts vary

Report to the volunteer table at the high school office before starting your shift for your volunteer name tag. Check in with the Kitchen Coordinator for your assignments.

- Prepare food
- Stock food
- Cashier
- Concession stand
- Provide relief where needed

NHS Students – You must sign the sheet at the registration table to get credit for your hours.

OR

Band students can get credit for 1 practice log. You must work at least 2 hrs.

Student Food Service for Crafters – shifts vary

Report to the volunteer table at the high school office before starting your shift for your volunteer name tag. Check in with the Kitchen Coordinator.

- Sell food to crafters from carts

Cafeteria/Gym/Office Hosts - 2 hour shifts, starting at 9:00 AM

Report to the volunteer table at the high school office before starting your shift for your volunteer name tag and assigned entrance.

- 2 students at each entrance
- Distribute craft show brochures at the entrance doors as visitors arrive
- Answer questions
- Provide directions

Elevator Helpers - 2 hour shifts, starting at 9:00 AM

Report to the volunteer table at the high school office before starting your shift for your volunteer name tag.

- 2 elevator operators – one at each door
- Assist handicapped visitors, visitors with strollers, etc.
- Last shift will return elevator key to Mrs. Koontz

Student Kitchen Clean-Up – 2:00 – 4:00 PM

Report to the volunteer table at the high school office before starting your shift for your volunteer name tag.

- Check in with the Kitchen Coordinator
- Move beverages from kitchen and concession stand back to band room

Crafter Tear-Down 3:00 – 5:00 PM

Report to the volunteer table at the high school office before starting your shift for your volunteer name tag.

- Assist crafters to take their unsold crafts out to their vehicles
- Remove tape from floors
- Remove all signs
- When cafeteria floor is cleaned, reset the tables and chairs