

Job Descriptions
Spring Arts & Crafts Ensemble
March 14 & 15, 2008

Thank you so much for volunteering to work at our Craft Show on Friday, March 14, 2008 and Saturday, March 15, 2008! Following are descriptions and instructions for many of the positions available. If your job is not listed here, you will be given instructions once you arrive at the Craft Show for your shift. We hope this is a good experience for you and appreciate your time very much. If you have any problems or concerns during your work shift, PLEASE let a committee member know – there should always be a member in the lobby for you to see. Thanks again!!!!

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If you signed up to **Set Up** from **3:30 p.m. to 5:00 p.m. Friday, March 14**, please be in the Lobby of the Canton High School at least 20 minutes prior to your shift. Instructions for your position are as follows:

This position will have you laying out tape to outline each crafter's booth. You will also be taping the number of the booth in that outline. The best way to lay the tape is to first measure vertically from the wall, placing a small piece of tape to mark the distance every four feet or so. Then just "connect the dots" with a roll of tape. You can then measure the horizontal distance for each space, lay the tape and continue down the hall. Don't worry if this sounds confusing, I will be giving "live" demonstrations when we get there. There may also be some signs to hang directing traffic and pointing out areas of interest. If you have any questions, please feel free to call. I look forward to working with you!!!!

If you signed up to **Set Up** from **5:00 p.m. to 8:00 p.m. Friday, March 14**. Please be in the Lobby of the Canton High School at least 15 minutes prior to your shift. Instructions for your position are as follows:

You will be helping the crafters find their booth and unload. The parking lot helpers will direct the crafter to the door closest to their booth to unload their items. You will meet the crafter at that door. This is a very sensitive position because you may be handling the crafters merchandise which they spent many hours creating. Please do not touch or move any merchandise unless they hand it to you or you ask permission to handle it. We need this to be a very helpful and positive experience for the crafters. Please be respectful of their business/craft and move things very slowly and carefully. However, please let one of the committee members know if there is a problem with the way the crafter treats you – your feelings and well-being are important to us also. Please return to the lobby after finishing each crafter to be available to help another. If you have any questions, please feel free to call. I look forward to working with you!

If you signed up for the **Parking Lot** from **5:00 p.m. to 8:00 p.m. Friday, March 14**, please be in the Lobby of the Canton High School at least 15 minutes prior to your shift.

Instructions for your position are as follows:

You will be greeting the crafters on the parking lot sidewalk and directing them to the Canton High School Lobby to meet with a committee member to give them their welcome packet and show them where their booth is located. They will come back out to you with a map showing their booth location and a door number. Direct them to that door with the shortest route available. The set up volunteer will be waiting for them at that door when they get there to help them to their booth. If you have any questions, feel free to call me. I look forward to working with you!!!

If you signed up for the **Parking Lot** from **7:00 a.m. to 10:00 a.m. Saturday, March 15**, please be in the Lobby of the Canton High School at least 15 minutes prior to your shift. Instructions for your position are as follows:

You will be greeting the crafters on the parking lot sidewalk and directing them to the Canton High School Lobby to meet with a committee member to give them their welcome packet and show them where their booth is located. They will come back out to you with a map showing their booth location and a door number. Direct them to that door with the shortest route available. The set up volunteer will be waiting for them at that door when they get there to help them to their booth. If you have any questions, feel free to call me. I look forward to working with you!!!

If you signed up for **Entrance Ticket Sales** on **Saturday, March 15**, please be in the Lobby of the Canton High School at least 15 minutes prior to your shift. You will receive a corsage and be directed to your work site. Instructions for your position are as follows:

You will be receiving admission of \$2.00 per person at the entrance of the craft show. If you receive a small flyer from someone with a student name and teacher name on the back, you need to put that flyer in the appropriate school bucket. The flyers with a red border go in the Canton High bucket, the flyers with a blue border go in the Salem High bucket, and the grey flyers go in the Plymouth High bucket. These are being used for a contest to win a free bagel and juice breakfast for that class. You may also receive a flyer allowing staff free admission to the show. This should be clearly marked for you. Please stamp their hand or wrist after payment (or receiving free coupon) and direct them to the craft show. All traffic will flow one way starting behind your table. If you have any questions, please feel free to call. I look forward to working with you!!!

If you signed up for **Raffle Ticket Sales** on **Saturday, March 15**, please be in the Lobby of the Canton High School at least 15 minutes prior to your shift. You will receive a corsage and be directed to your work site. Instructions for your position are as follows:

You will be selling raffle tickets to the general public for several raffle items. Make sure

the buyer writes their name and phone number on the back of all tickets bought. Once this is done, direct them to the raffle table where they place their tickets in the bucket for the item they wish to win. They can place as many tickets as they wish in the bucket for each item – there is no limit for each item. Please watch this table and keep it as neat and safe as possible. No items should be touched or picked up – some are fragile. The names will be drawn at 5:00 p.m. If you have any questions, feel free to call. I look forward to working with you!!!

If you signed up for **Hall Monitor** on **Saturday, March 15**, please be in the Lobby of the Canton High School at least 15 minutes prior to your shift. You will receive a corsage and be directed to your work site. Instructions for your position are as follows: You will be the school contact for all crafters and the general public. You will be responsible for one area/hall and will move continuously through that area. You will report any problems to the committee members. You will direct people to the restrooms, food court, music productions, etc. You will relieve the crafters for potty breaks, etc. by sitting at their booth while they are gone. You will deliver items to the crafters when necessary. You will be crowd control if areas get congested..... You are it! – the police, the traffic cop, the tattler (don't get a big head, ok?). You will probably be carrying a walkie talkie (or your cell phone). You may switch positions with the Door workers to take turns sitting and walking. If you have any questions, please feel free to call. I look forward to working with you!!!

If you signed up to be a **Performance Guide** on **Saturday, March 15**, please be in the Lobby of the Canton High School at least 15 minutes prior to your shift. You will receive a corsage and be directed to your work site. Instructions for your position are as follows:

You will be helping to direct the musical performers to their destination. Most performers will be on the stage in the cafeteria. They will be directed to the left of the office, past the food, down the first hall to the right where you will end up in the Hospitality Room. They will be able to hang their coats there and proceed to the cafeteria to perform. You will need to set up for them before they arrive – if you know what they will need – or help them set up after they get there. You will need to stay in the cafeteria during the performance and help direct the public to seats. After they are done, you will need to direct the performers back out the way they came. If they perform twice with a break between, they can go back to the hospitality room and wait there if they wish. If you have any questions, please feel free to call. We look forward to working with you!!!

If you signed up to **Clean Up** from **4:00 p.m. to 6:00 p.m. (or until done) Saturday, March 15**, please be in the Lobby of the Canton High School at least 15 minutes prior to your shift. Instructions for your position are as follows:

You will be helping to put Canton High back to its original condition before this whole thing started. This will involve helping crafters re-load their things back into their cars, pulling up tape from the floor, moving tables, taking down signs, cleaning up the kitchen and food area, etc. Some of you will be inside and outside so please dress for the

weather. We so appreciate your help because we know this is the yuckiest job! If you have any questions, please feel free to call. We look forward to working with you!!!!

If you signed up to watch the **Doors** on **Saturday, March 15**, please be in the Lobby of the Canton High School at least 15 minutes prior to your shift. Instructions for your position are as follows:

You will be assigned to a door to sit and protect that entrance from anyone coming in or going out. If, for some reason someone comes to the door and asks to get in, please ask for identification and send them to the front door if they wish to come to the craft show. If it is someone suspicious or that shouldn't be there, contact a committee member or call security on your walkie talkie if you have one. You may switch positions with the Hall Monitors so each of you will get a turn to walk and sit.