



Eisenhower High School Instrumental Boosters'

Santa's Craft Castle

Adult Volunteer Opportunities

The Santa's Craft Castle is hosted solely by the Instrumental Music Boosters and has traditionally been the main source of income for our Band's operating budget for each year. Over the years, the Booster families & students have worked very hard (and had a lot of fun in the process) to make the craft show what it is today. We look forward to the enthusiasm and dedication of our "seasoned" and "new" volunteers this year.

This is the one event where everyone's participation is necessary for its success, so we continue to ask that each family (*from the complete instrumental program i.e. Concert Band, Symphonic Band, Wind Ensemble, Jazz Ensemble, Marching Band/Color Guard*) donate at least 10 hours of their time. We ask that the time be split between student (min. 5 hours) and parents (min. 5 hours). Siblings (over 14) are also welcome to help out too. Any extra help that you can give, over and above, would be **greatly** appreciated!!

There are numerous volunteer opportunities with the Craft Show that have been divided into several areas, each led by one or more managers. These areas are listed below. There is something for everyone! Please take a moment to determine what area you might like to participate in.

Please make sure to sign up for more than one shift (can be in different areas) to fulfill the required participation hours. Please arrive 15 minutes before your shift time and report to the band room to check in. We also ask that if you are working in more than one area, please check in and out of each area (in the band room) at shift change. Attire should be slacks or nice jeans (no holes, tears, etc.) and the band polo for students and a red or green top for parents or students who don't have a band polo. The more festive, the better!

PUBLICITY: ROAD SIGNS

Commitment: Approx. 10-14 days before the show, or more as determined by the team leader.

1. This is our single most important tool used to attract the public to our show.
2. Our road sign volunteers (**adults only**) are responsible for the placement, monitoring and removal of our lawn signs throughout the local communities.
3. Instructions and intersections are assigned by the team leader. Signs are picked up after 3pm the day of the show & returned to the band room.

PUBLICITY: FLYERS/POSTERS

FLYERS:

This is our second most important tool used to attract the public to our show.

Commitment: 2-3 days

Distribute our show flyers in early Nov. throughout the community and the week of the show at schools within the district.

- Local schools: Count, bundle & deliver to schools.
- Local craft shows: Deliver to local craft shows and put flyers on cars in their parking lots.

POSTERS:

Commitment: 2-3 days

Late Oct.-early Nov. solicit local businesses to hang our posters as determined by the team leader.

SET-UP

BAND ROOM HEADQUARTERS:

Commitment: Friday 2:30 pm -4:45 pm.

Set up the band room as Craft Show Headquarters with supplies for each area from the back storage room.

COMMONS & HALLWAYS:

Commitment: Friday Night 3:30 pm-8:30 pm (or until complete the more volunteers we have, the earlier we will finish).

Layout & tape the booth spaces in the commons & hallway. Set up chairs & tables in booth spaces. Set up Chamber Music areas and place carts around the school for morning Crafter help.

GYM:

Commitment: Friday Night 5 pm-8:30 pm (or until complete the more volunteers we have, the earlier we will finish).

Roll out large gym tarp on the gym floor & tape the booth spaces in the gym. Set up chairs & tables in crafter booth spaces.

DIRECTIONAL SIGNS:

Commitment: Friday Night 5 pm-8:30 pm (or until complete the more volunteers we have, the earlier we will finish).

With an understanding for good traffic flow and an eye for proper placement, hang craft show directional signs around the school.

PARKING LOT

PARKING LOT SIGNS:

Place exhibitor directional & door signs out around the building and then continue to help in the parking lot until 8:30am. At 8:30am, pick up the exhibitor directional & door # signs (not the entrance signs) and return them to the band room.

PARKING LOT VOLUNTEERS:

Assigned to different areas in the parking lot to maintain proper traffic flow and assist vendors and customers in finding parking spaces.

ADMISSION

Commitment: Sat. 2.5 hour shifts.

Collect admission fees as patrons enter the school at one of our show entrances.

MERCHANDISE

Commitment: Sat. 2.5 hour shifts.

Sell Instrumental merchandise at our merchandise table at the main entrance of the show.

50 / 50 RAFFLE

Commitment: Sat. 2.5 hour shifts.

Sell 50/50 tickets to patrons and crafters throughout the show.

KITCHEN

FRIDAY NIGHT KITCHEN SET-UP:

Commitment: Friday Night 5 pm~8:30 pm
(or until complete the more volunteers we have, the earlier we will finish).

Convert kitchen to Café by decorating, setting up tables and supplies in kitchen & runner areas. Prepare any necessary foods to sell on Sat.

SATURDAY KITCHEN HELP:

Commitment: Sat. 2.5 hour shifts.

Sell/Serve our Café specialties to the patrons. The last shift will help close & clean the Café.

SECURITY & DOORS

EXHIBITOR UNLOADING DOOR VOLUNTEERS:

Commitment: Sat. 5:30 am - 8:30 am.

Oversee & guide students as they assist exhibitors unload. Direct each exhibitor to their booth.

DOOR SECURITY VOLUNTEERS:

Commitment: Sat. 2.5 hour shifts

Monitor all hallways & non admission doors. Help direct the visitors, volunteers and exhibitors.

BAND ROOM HEADQUARTERS:

Commitment: Sat. 2.5 hour shifts.

Monitor band room & band hallway. Help direct volunteers to their posts making sure everyone signs in & out. Hand out Café coupons to volunteers once shifts are complete.

EXHIBITOR COMPLIANCE TEAM:

Commitment: Sat. 5 hour shifts

Monitor crafters products for "Buy-Sell" merchandise and fill out "compliance" sheets for the exhibitor. *These individuals must feel comfortable speaking to the crafters, listening to what they have to say, reviewing their booths and, if necessary, ask them to remove items from their display if it is "Buy-Sell" merchandise.*

CRAFT RAFFLE & TOTES

Commitment: Sat. 2.5 hour shifts.

Oversee the students selling Craft Raffle tickets and totes to patrons/crafters throughout the show. They will also collect the proceeds from the students for the cash manager to pick up.

BAKE SALE

FRIDAY NIGHT BAKE SALE SET-UP:

Commitment: Friday Night 5:30 pm - 8 pm.

Arrange tables, located at each entry door. Sort, label and price donated bake sale items in the main office.

SATURDAY BAKE SALE:

Commitment: Sat. 2.5 hour shifts.

Sell baked goods to patrons of the show.

NOTE:

Every year we ask each family to donate one baked good item for resale. (*Deliver to the main office at school on Friday night 5:30–7:00p.m.*) As always, we encourage the students to bake the items themselves. More information will be sent home regarding this at a later date.

TEAR DOWN

Commitment: Sat. 2.5 hour shifts.

Assist the exhibitors by taking their merchandise boxes back to their vehicles, and then return the school back to its original condition.

Remove booth masking tape from gym tarp and floors. Take down all directional signs, remove all tape and return them to the band room storage area. Return tables & chairs to the racks. Take garbage out to garbage bins. Finally, help clean up the band room.

The more help we get in this area, the less the boosters will be charged for the custodians.

We thank you in advance for your participation. Our show is successful because of hard-working, dedicated parents like YOU!!