



Santa's Craft Castle

Student Volunteer Opportunities

Friday or Saturday before Thanksgiving

The Santa's Craft Castle is hosted solely by the Instrumental Boosters and has traditionally been the main source of income for our student's Instrumental Program operating budget for each year. Over the years, the Booster families and 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, including Concert Band, Symphonic Band, Wind Ensemble, Jazz Ensemble, and Marching Band/Colorguard 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. Any extra help that you can give, over and above, would be greatly appreciated. There are numerous volunteer opportunities and something for everyone! You can see all the areas listed below. All students work with an adult Team Leader.

Please take a moment to determine what area interests you. Please make sure to sign up for more than one shift (can be in different areas) to fulfill your required participation hours. Please arrive 15 minutes before your shift time and report to the band room to check in. **Attire for the event is slacks or nice jeans (no holes, tears, low waists, etc) along with blue band polo or red or green shirt, along with any festive items like Santa hats, etc that you would like.** 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.

If you wish to coordinate times with your parents, please discuss this with them prior to signing up. If you are unable to volunteer either Friday or Saturday, please contact the Volunteer Coordinator to schedule your volunteer hours (min. 5 hours) prior to the show.

We thank you in advance for your participation. This show would not be successful if it weren't for each and every wonderful, dedicated instrumental student.

Set-Up Team

If your area is finished early, we ask that you please help other areas.

BAND ROOM HEADQUARTERS:

Commitment: Friday 2:30-5:00pm
Help set up the band room as Craft Show Headquarters. Move tables and put out all the supplies for each area.

COMMONS & HALLWAYS:

Commitment: Friday 3:30-8:30pm
Help layout & tape the booth spaces in the commons & hallway. Set up chairs & tables in booth spaces. Set up Orch. areas & place carts around the school for morning Crafter help.

DINING/CHAMBER

MUSIC/ENTRANCE AREAS:

Commitment: Friday 3:30-8:30pm
Help set up lunch room tables in dining area. Set up chairs & stands in all Chamber Music areas. Set up tables & chairs at entrance areas.

GYM:

Commitment: Friday 3:30-8:30pm
Help spread large tarp on the gym floor & tape the booth spaces on the tarp. Set up chairs & tables in Crafter booth spaces.

DIRECTIONAL SIGNS:

Commitment: Friday 3:30-8:30pm
With an understanding for good traffic flow and an eye for proper placement, help hang craft show directional signs around the school. MUST think like a "business owner".

DECORATE POP MACHINES:

Commitment: Friday 3:30-8:30pm
Help cover and decorate all pop machines. Must be artistic.

Kitchen Team

FRIDAY NIGHT KITCHEN SET-UP:

Commitment: Friday 3:30-8:30pm
Help convert to Café by decorating, setting up tables and supplies in kitchen & runner areas. Help prepare any necessary foods to sell on Saturday.

SATURDAY KITCHEN HELP:

Commitment: Saturday 2.5 hour shifts
Sell/Serve the patrons our Café specialties. The last shift will help close & clean the Café. Professionalism is a MUST for this job!

Saturday Craft Show Jobs

SELL SHOPPING TOTES:

Commitment: Saturday 2.5 hour shifts
Specific areas will be assigned to sell shopping tote bags to the customers' through-out our show. Professionalism is a MUST for this job!

PARKING LOT VOLUNTEERS

Commitment: Saturday 5 hour shifts
Dress WARM with gloves, hat, and snow pants if available/needed & bring a flashlight. Help in the parking lot directing exhibitor and patron traffic flow through-out the day.

CHAMBER MUSICIANS

Commitment: Saturday shifts
Professional Performance attire is to be worn by all student ensembles. Small groups of chamber musicians will play appropriate background/holiday music in selected areas around the show. The director will set up groups of students and help assist them find music. Students in Wind Ensemble will have priority for these jobs as it is a part of their 2nd Quarter Chamber Music Project Grade.
Professionalism is a MUST for this job!

OFFICE MANAGERS (DM/FC)

Commitment: All day Saturday
Must dress professionally. Monitor front office, making sure to keep all student and parent visitors **out of the office.** Make all Craft Show announcements approximately every 10 minutes through-out the day. (Café, tote, raffle announcements, etc.). First priority will be given to DM/FC (only 2 per shift) **Personal professionalism is a MUST for this job!**

RUNNERS: EXHIBITOR UNLOADING

Commitment: Saturday 5:45am~8:15am
Dress WARM with gloves/hat. Help exhibitors unload and take their merchandise to their booths. **Professionalism is a MUST for this job!**

RUNNERS: CAFE ITEMS

Commitment: Saturday 2.5 hour shifts
Like a waiter/waitress, volunteers sell and serve the exhibitors our Café specialties. Volunteers MUST continually rove their assigned area to be available to tend to the exhibitor's Café needs during their shift.
Professionalism is a MUST for this job!

RUNNERS: REFRESHMENT CART:

Commitment: Saturday 2.5 hour shifts
Like the café runners above, volunteers sell beverages & candy to the patrons and exhibitors. Volunteers MUST continually rove their assigned area to e available to all exhibitors and patrons during their shift.
Professionalism is a MUST for this job!

CRAFT RAFFLE: DONATION PICK UP

Commitment: Saturday 7-9:30am
Using a list of donating exhibitor's locations, volunteers will pick up crafts, label and deliver them to the front craft table. **The ability to easily speak to adults and personal professionalism is a MUST for this job!**

CRAFT RAFFLE: TICKET SELLERS

Commitment: Saturday 2.5 hour shifts
Volunteers will be assigned to a specific area to sell tickets to the patrons for our Craft Raffle. **Professionalism is a MUST for this job!**

Tear Down

TEAR DOWN: PUBLIC AREAS

Commitment: Saturday 2.5 hour shifts
Help assist the exhibitors by carrying their merchandise boxes back to their vehicles, then return the school back to its original condition. Remove booth masking tape. Take down all directional signs, remove all tape and return them to the band room storage room. Return tables & chairs to the racks, and take garbage out to the garbage bins. **The more help we have in this area, the less the boosters will be charged for the custodian**

TEAR DOWN: BAND ROOM

Commitment: Saturday 2.5 hour shift
Help return the Band Room/PAC area back to its normal condition. Remove signs, put percussion/jazz instruments back, clean up any clutter, put away tables and chairs, remove all tape and return them to the band room storage room, and take garbage out to the garbage bins

Advanced Help

COUNT AND BUNDLE FLYERS:

Commitment: 2.5 hours
Count and bundle flyers for local schools and craft shows.

ADMINISTRATIVE MISC. HELP

Commitment: 2.5 hours
Help the Craft Show chairpersons in any way needed.... From counting raffle tickets, stuffing envelopes, changing dates on road signs, folding programs, etc. Volunteers will be contacted as needs arise.

PRIOR PUBLICITY: DELIVER FLYERS TO LOCAL CRAFT SHOWS

Commitment: 2.5 hours
An adult volunteer will take a group of volunteers to local craft shows to deliver & distribute our Craft Show flyers (place

on entrance tables and on cars). This is great for those who can't work the day of the show