

All Saints Fiesta 2006

Booth Chair Information

<u>Dates:</u>	Friday, Saturday and Sunday September 15 th , 16 th , 17 th
<u>Setup:</u>	Tuesday 5:00 to 8:00 p.m. - Set up overhead tarps
	Wednesday 4 to 9 p.m. - Construction & delivery of stage, booths, etc.
	Thursday 5:00 to 9:00 p.m. – Complete setup/electrical testing
	6:00 p.m. to 9:00 p.m. - booth setup and decorations (Chairs)
<u>Fiesta:</u>	Friday 11:45 a.m. - 2:45 p.m.
	6:00 p.m. - 10:00 p.m.
	Saturday 12:00 p.m. - 10:00 p.m.
	Sunday 11:00 a.m. - 5:00 p.m.
	Sunday 5:00 p.m. - 08:00 p.m. - Cleanup

Staffing

- ◆ **Chairs must** call volunteers: to confirm hours, encourage participation and arrange for training. Remember each booth always has new volunteers that need complete instructions.
- ◆ Chairs are responsible for his/her booth to be fully staffed, equipped and trained by checking their booths throughout the shift (start and close of Fiesta each day).
- ◆ Arrival is 15 minutes prior to shift time to avoid interruptions.
- ◆ **NOTE: If a volunteer does not show up for his or her assigned shift, the Chair will be responsible for finding another volunteer to replace the no-show so that the booth is staffed appropriately.**
- ◆ **NOTE: Each booth must have at least 2 persons at all times – one person handling cash or tickets while the other handles the game or serves food, etc.**

Sign-up Sheets

- ◆ On **each day** of the Fiesta one of the booth chairs should plan on opening the booth and closing it (to ensure there are no problems).
- ◆ Sign-up sheets will be posted within each booth.
- ◆ Bring plenty of pens or pencils. Have volunteers sign sheets and note no-shows.
- ◆ Parent participation hour forms can be signed by either booth chairs (for their own booth only) or other designated Fiesta Chairperson. The parent's participation hour forms are due no later than September 25, 2006.
- ◆ **After the Fiesta please give Sign-up sheets to the Fiesta Chairpersons on duty ONLY.** These forms are used to confirm parent participation hours.

Booth Expenses

- ◆ Fiesta Chairpersons: Bob Davis, Alison Brathwaite, Fe Maravilla or Sally Sanchez, or Treasurers: Myrna Zelaya or Diana DeJesus must approve all purchases. **Any purchases made without the appropriate pre-approval will not be reimbursed.**
- ◆ All expenses must be submitted on a Fiesta Reimbursement form that can be obtained from the Fiesta Purchasing Coordinator, the Treasurer or the school office.
- ◆ Because we need to close the books for the 2006 Fiesta, expenses must be received no later than October 15, 2006 (expenses received after this date **WILL NOT BE** reimbursed).
- ◆ **Money received for your event is never to be used to pay for expenses.**

Prizes

- ◆ Prizes are paid via our ticket system. Prize tickets must be carefully controlled and prize payouts should not be changed without approval of a Fiesta Chairperson.
- ◆ The Prize Booth Coordinators will provide the prize tickets for your booths.
- ◆ See Booth instruction details for your particular booth's game cost and payout information.
- ◆ Do not share prize tickets with any other booth.

Food Handling

- ◆ We need to follow the health guidelines, so if you are handling food, your booth must have plastic gloves (which can be obtained from the Food/Beverage Coordinator) and hair must be tied back.
- ◆ **No children may be allowed in any booth serving food.**

Booth Supervision

- ◆ Adults must supervise all booths. Children **ARE NOT** allowed in food booths, they may be allowed in other booths, but **ONLY IF THEIR PARENTS ARE PRESENT AND IF THEY ARE OVER THE AGE OF 5.** The booth chairperson will decide on policy and procedures for each individual booth.

Tickets

- ◆ Be careful with who manages and handles the tickets in your booth. Ticket pickups will occur many times each day.
- ◆ Relinquish your ticket bags to familiar fiesta officials only.
- ◆ All tickets should be turned in at every pickup and not just at the end of the day. If you have any questions or problems, contact the chairperson on duty.
- ◆ If your booth sign reads **“Tickets Only”** DO NOT ACCEPT ANY CASH; send the person to the change booth to purchase tickets.

Money

- ◆ Be careful with who manages and handles money and tickets in your booth. Money pickup will occur at designated times throughout each day.
- ◆ Relinquish your moneybags to **Fiesta Officials** only.
- ◆ Booths with lots of coins must turn them in at every pickup – DO NOT wait until the end of the day. If you need change or have questions or problems, contact the chairperson on duty.
 - ◆ **NOTE:** The following booths will accept only cash:
 - Change Booth - where you will purchase all tickets
 - Dime Pitch Booth
 - Lucky Throw
 - ◆ The following booths will accept either cash or tickets:
 - T-Shirt and Plants Booth
 - Tic Tac Dough
 - Salami Showdown
 - Black Jack
 - Texas Hold ‘Em
 - Portuguese Donuts
 - ◆ **All other booths must accept TICKETS ONLY** that may be purchased from the Change Booth. At the beginning of each shift, show all your volunteers the tickets that are being used for Fiesta. **INSTRUCT YOUR VOLUNTEERS TO CHECK EACH TICKET** they receive.

Business-Like Manner

- ◆ Run your booth in a business-like manner. This is first a fund raising event, as well as a fun, social event. Please don't give away extra payouts, food, drinks or prize tickets. Instruct your volunteers on these policies.

Decorations

- ◆ Use the All Saints 2006 **“Preserving the Past ... Building the Future”** theme for your decorations.
- ◆ Decorations should be held with tape, wire, string, etc. -- no staples or nails may be used. Bring your own tools and supplies for decorations. Some decorations will be provided from the students of All Saints School and the Decorations Chair, but you should feel free to bring your own supply to enhance your booth.
- ◆ Decorations are at your personal expense.
- ◆ If you would like to have special colored table cloths, etc., please let the Decorations Chair or Purchasing Coordinator know in advance.

Booth Set-up

- ◆ Booths will be set up and decorating will take place on **Thursday evening, September 14, 2006** (between the hours of 6:00 to 9:00 p.m.). Absolutely **No decorating** will be allowed on Friday morning.
- ◆ If you are unable to personally visit your booth on Thursday evening, please make arrangements with someone else to be there.

Sunday Night Cleanup

- ◆ Fiesta closes at 5:00 p.m. on Sunday. The sign-up schedule has indicated an extended shift to assist with cleanup. Please leave your booth as clean as possible.
- ◆ The entire Fiesta will be cleared out on Sunday night, please inform your volunteers accordingly.

Service/Parent Participation Hours

- ◆ All hours spent on meetings, cooking food, donating food, setting-up/cleaning-up, etc., for Fiesta, may be credited towards parent participation hours for All Saints School and/or Faith Formation.
- ◆ Each family is responsible for keeping track of their own service hours.
- ◆ Designated forms will be available at the Cashier Booth during the entire weekend.
- ◆ Parents are instructed to turn in their completed forms no later than September 25, 2006.
- ◆ Students may also work shifts to be credited toward their own school's service hours.
- ◆ **Adults are required to perform the All Saints School Parent Participation Hours.**
- ◆ All service/participation hours must be signed off by a Booth Chair or Fiesta Coordinator.

Thank you for your continued help and support.

Fiesta Chairs

Bob Davis
Allison Brathwaite
Fe Maravilla
Sally Sanchez

Fiesta Treasurers

Myrna Zelaya
Diana DeJesus

Fiesta Purchasing Coordinator

Diana Davis

Decorations Chairs

Aileen Koslosky
Carole Adami

Fiesta Booth Chair Coordinator

Ann Saccomanno

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