

# All Saints Fiesta 2006

## Booth Information

<b><u>Fiesta Hours:</u></b>	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.
	<b>Sunday</b>	<b>5:00 p.m. - 08:00 p.m. - Cleanup</b>

### Staffing

- ◆ Arrival is 15 minutes prior to shift time to avoid interruptions.
- ◆ If a volunteer does not show up for his or her assigned shift, the Chair/Co-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

- ◆ Sign-up sheets are posted within each booth.
- ◆ All volunteers must 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.
- ◆ **After the Fiesta please give Sign-up sheets to the Fiesta Chairpersons on duty ONLY.**

### 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 and/or Money

- ◆ Ticket and Money pickups will occur many times each day. **Relinquish your ticket/money bags to familiar Fiesta officials only.**
- ◆ All tickets and money 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.
- ◆ 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.**

### 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.**

### 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.

### 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.

### 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 complete 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

*Last printed 9/7/2006 7:24:00 PM*