

All Saints Fiesta 2008 Booth Information

Fiesta Hours of Operation:

Friday	11:45 a.m. - 2:45 p.m. 6:00 p.m. - 10:00 p.m.
Saturday	1:00 p.m. - 10:00 p.m.
Sunday	10:00 a.m. - 3:00 p.m.
Sunday	3:00 p.m. - 6:00 p.m. - Cleanup

Volunteer Staffing:

11:00 a.m. – 3:00 p.m.
5:30 p.m. – 10:30 p.m.
12:30 p.m. – 10:30 p.m.
9:30 a.m. – 3:30 p.m.

Staffing

- ◆ Arrival is 10 minutes prior to shift time to avoid interruptions.
- ◆ The first and last 30 minutes of each day includes volunteer time that should be used to assist the booth chairs with setting up for the day and cleaning the booth. To receive full credit for hours worked, volunteers must arrive on time and stay until the booth (and others around it) is clean.
- ◆ 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 a minimum of 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 and must remain in booth entire weekend.
- ◆ All volunteers must sign sheets and no-shows should be indicated on sign-in sheet.
- ◆ Parent participation hour forms can be signed by either booth chair (for their own booth only) or a designated Fiesta Chairperson.
- ◆ **At the conclusion on Sunday, the Fiesta Sign-up sheets are to be given to Ann Saccomanno or the Fiesta Chairpersons on duty ONLY.**

Booth Supervision

- ◆ Adults must supervise all booths. Children **ARE NOT** allowed in food booths at any time, 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. The officials will work in pairs and have appropriate name tags. Please be careful with your money/tickets at all times.**
- ◆ 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 Fiesta Chairperson on duty.
- ◆ If your booth sign reads “Tickets Only” **DO NOT ACCEPT ANY CASH;** send the customer 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
 - Bingo
- ◆ **The following booths will accept either cash or tickets:**
 - Black Jack
 - Lucky Throw
 - Salami Showdown
 - Portuguese Donuts

TO BE POSTED IN EVERY BOOTH

T-Shirt and Plants Booth

- ◆ **All other booths must accept ONLY TICKETS that may be purchased from the Change Booth. At the beginning of each shift, show all 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 prior approval of a Fiesta Chairperson.
- ◆ The Prize Booth Coordinators **will provide the prize tickets for your booths.**
- ◆ See game instruction details for your particular booth's game cost and payout information.
- ◆ **Do not share prize tickets with any other booth.**

Food Handling

- ◆ We must 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 3:00 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. All tables must be cleared of debris and washed (cleaning supplies will be available). All trash must be placed in receptacles.
- ◆ 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 families.
- ◆ 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 October 6, 2008.
- ◆ Students may also work shifts to be credited toward their own school's service hour programs.
- ◆ **Adults are required to complete the All Saints School Parent Participation Hours** (18 years old or high school graduate).
- ◆ All service/participation hours must be signed off by a Booth Chair or Fiesta Coordinator (see below).

Thank you for your continued help and support.

Fiesta Chairs & Coordinators

Alison Brathwaite
Ann Saccomanno
Bob Davis
George Coaston

Fiesta Treasurers

Myrna Zelaya
Diana DeJesus

Fiesta Purchasing Coordinator

Diana Davis