

## **Our Lady of Lourdes Fall Festival Booth Captain Guidelines**

### **Booth Volunteers:**

- It is the Booth Captain's responsibility to ensure that all volunteer opportunities for your booth are filled prior to the day of the festival.
- This year all volunteers will be signed up through Volunteer Spot. To access Volunteer Spot and see who has signed up for your booth, simply log on to <http://www.volunteerspot.com/login/entry/1172345632264750012> or go to the OLL Website and click on the link that says sign up at the 2012 Festival!  
**www.OLLOmaha.com**
- If at possible, making phone calls to confirm workers and their time slots in the days leading up to the festival will help increase the chances that all volunteers show up for the time scheduled.
- You will need to check in at the beginning of each shift to make sure your volunteers are present. If someone does not show up the day of the festival, it will be your responsibility to cover his or her shift.
- Use your discretion when signing up younger children. As a general rule, we would recommend that workers should be 7<sup>th</sup> grade or above.
- Nametags and drink tickets will be available the day of the festival to distribute to the volunteers who work your booth.

### **To set up your booth:**

- All supplies needed to set up your booth will be in the hallway between the preschool room and the kitchen beginning Saturday morning.
- If your booth is inside, please set up Saturday morning from 9:00-12:00.
- If your booth is outside, set up begins Sunday morning at 10:00. Booths must be set up by 11:00 AM.
- One of the co-chairs will be available to assist you with anything you may need during these times.

### **Festival Day:**

- Booth Captains and first shift workers should arrive no later than 11:30 AM.
- If you have a cash booth, report to the cashier's table to obtain your start up cash.
- Be sure your booth is ready to go at 12:00 PM.
- Father will kick off the festival with a prayer. Please do not begin until this is done.
- For each time shift, check in to make sure all workers are present. Thank them for working and share a drink ticket with them. Explain the booth/game to them and how participants win prizes. Be sure the prize supply is adequate before leaving. Remind them to count and bundle the tickets of the same color in groups of 50 prior to the end of their shift.

**To close your booth:**

- Be sure all like tickets are bundled and rubber banded by groups of 50. Please do not turn in any uncounted tickets. If everyone counts their tickets, results from the festival will be able available sooner.
- Gather all items that were needed to set up and run your booth. Return these items to the music room. If Fund Ways setup your booth, they will take it down.
- Turn in all cash or tickets to the cashier and he/she will sign you out.

**Cash Booths:**

- Do not accept bills larger than \$20. If someone needs change, please direct him or her to the cashier's table located just inside the red school doors.
- Cash will be picked up at regular intervals during each shift throughout the day. Please designate one person per shift to handle the exchange of money.
- Cash will be picked up frequently. When a money runner comes, please have a bag of cash ready. They will take it and replace it with an empty one. You will need to confirm the booth name and sign the receipt. This will alleviate large amounts of money in public places.
- If your booth needs change, please call your designated co-chair and they will get it from the cashier.
- Do not leave any money unattended.

**Tickets:**

- 1 Ticket = \$.25
- Be aware of the colors of the tickets used. One color will identify regular tickets while the other color will track tickets from sponsors. Current ticket examples will be posted on the top of the containers used to collect them.
- Watch that all tickets not only match the designated colors, but that each ticket says Fund Ways on the back.
- Place used tickets in the containers provided. Throughout the day, it will be necessary to bundle and rubber band similarly colored tickets in groups of 50. This will greatly help in determining the profits from the festival in a timely manner.

**Thank you so much for sharing your time and talents!**