

**Planned Number of Fair-Goers: 100**

**Classroom Coordinator:** Sara Thomas

**Kindermarket Contacts:** Courtney Slinko – 847-208-3593

Ausra Montvydaite – 630-885-9977

**Fair Goers can check their coat and accessories at the Coat Check Room. Only ADULT VOLUNTEERS are allowed in the Coat Check Room.**

**Materials:**

- 3 Clothes Racks
- 50 - 75 hangers
- Numbered perforated tickets (100)
- Table
- Chair
- Masking tape
- Sharpie

**PRE-KINDERMARKET PREPARATIONS**

1. Class Coordinator will assist in communications, details and recruiting class parents to help fill volunteer shifts. This includes set up, organizing supplies, clean up. Ideally, Class Coordinator manages set-up on Friday, December 6<sup>th</sup>.
2. Prepare the numbered perforated tickets by writing the same number on each ticket and punching a hole through 1 ticket to go on the hanger. (Parent/Child class did this already!)

**ROOM SET-UP**

1. Put a piece of masking tape on one table and label “Handwork Room”. CAREFULLY remove that table from the room and bring it to the Sunflower Garden Room.
2. Place the other table in front of the door. The volunteer will sit there.
3. If chairs can be placed out of the way in the room, they can stay. If not, they will need to be labeled with masking tape “Handwork Room” and be carefully transported to the Sunflower Garden Room.
4. Arrange the 3 clothes racks on both interior walls and the window wall.
5. Thread the ticket with the hole in it, SHARPIE NUMBER FACING UP, over the hanger hook and hang the hangers in number order on the racks.
6. Place a clipboard with volunteer instructions at the check-in station along with pens, etc.
7. Once the room is completely set-up, please find Courtney Slinko for the sign to hang on the door, indicating that the room is set up.

## **INSTRUCTIONS FOR ACTIVITY**

1. As guests come to check their coat, take the #1 hanger off the rack and hang the guest's coat and accessories on that hanger.
2. Remove the bottom half of the ticket and hand it to the guest. Tell the guest to hold onto it until they want to come and retrieve their belongings.
3. When the guest returns, take their ticket, match it to the ticket on the respective hanger and return items to the guest.
4. Discard that torn ticket along with its pair on the hanger and replace it with a new perforated ticket.

## **CLEAN-UP PROCEDURES**

Children's Activities close at 5:00pm and the clean-up process can begin then. All Children's Activities areas must be cleaned and back to their original configuration by 7:00pm on Saturday, December 7<sup>th</sup>.

- Return all equipment to its proper location and bring table/chairs back from Sunflower Garden Room.
- Break down clothes racks and leave on the floor.
- Pick-up trash. Dispose of all trash bags in the dumpster outside the school.