

Planned Number of Participants: 100

Office Coordinator: Marianne Fieber

Kindermarket Contacts: Courtney Slinko – 847-208-3593

Ausra Montvydaite – 630-885-9977

Fair-Goers will be greeted and able to purchase GoldenStars for the Kindermarket and tickets for all other activities and Rudi's Snack Shoppe.

Materials:

- Golden Stars (~250)
- Ream paper box
- Tickets
- Cash Box
- Money Pouch (for Golden Star money)
- New Parent Sign Up Sheets
- Name Tags
- Sharpies
- Student Desk/Chair (inside the office entrance for the Golden Star sales to children for Kindermarket)
- Christmas Shopping List (for children to fill out and bring to the Kindermarket for the Shopper Elves)
- Pens/Pencils

PRE-KINDERMARKET PREPARATIONS

1. Office Coordinator will assist in communications, details and recruiting administration and teachers to help fill volunteer shifts. This includes set up, organizing supplies, clean up. Ideally, Office Coordinator manages set-up on Friday, December 6th.
2. Ten Golden Stars will need to be placed in each little cloth bag. (Note: After care children can do this job on Friday, December 6th).
3. New Parent Sign-up Sheets need to be printed and on a clipboard.
4. Kindermarket Map (created by Kristine Fiskum) will need to be enlarged and printed.
5. Cash Box made and stored under the counter in office.

GREETER & GOLDEN STAR/TICKET SALES SET-UP

The Greeter & Golden Star/Ticket Sales will be in the Front Office. This area will be ready to set-up by 3:30pm with the goal to finish by 5:30pm on Friday, December 6th. The Office Coordinator is responsible for leading volunteers in the set-up of the office.

1. Computer Screens moved off to the side, desk cleaned off with ticket bin ready, outer/inner counter cleaned off. Tickets are in bunches of 10 (there are a bunch pre-made)
2. Student Desk will need to be placed inside the entrance of the office, Golden Star pouches stored in a box under the desk and Kindermarket Shopping Lists for the children cut and placed on the desk with pencils/pens.
3. Hang the Kindermarket Map where the bulletin board is.

INSTRUCTIONS FOR OFFICE VOLUNTEERS

- **PLEASE ARRIVE ON-TIME FOR YOUR SHIFT!**
- Greet all guests and our own families with a cheerful smile.
- Be prepared to answer questions about the Kindermarket. SEE INFORMATION ON WEBSITE
- Be prepared to give tours to new families.
- Write down any thoughts or suggestions on improving this activity for the following year.
- **The last volunteer for this activity will need to keep the Golden Star money pouch and the Cash Box in the front office and hand deliver both to administrator Marianne.**

CLEAN-UP PROCEDURES

The Greeter & Golden Star/Ticket sales will close at 5:00pm and the clean-up process can begin then. The office must be cleaned and back to its original configuration by 7:00pm on Saturday, December 7th.

- Return all equipment to its proper location and bring borrowed desks/chairs back to its original home.
- Sweep/vacuum.
- Pick-up trash. Dispose of all trash bags in the dumpster outside the school.
- **ALL TICKET POUCHES FROM ALL OF THE ACTIVITIES SHOULD BE IN ONE AREA OF THE OFFICE AND WILL BE TAKEN HOME AND COUNTED BY THE MEMBERS OF THE FESTIVAL COMMITTEE.**