

Planned Number of Participants: 100

Classroom Coordinator: Caroline Setoodeh

Kindermarket Contacts: Courtney Slinko – 847-208-3593

Ausra Montvydaite – 630-885-9977

Guests can enjoy homemade treats and warm drinks.

Materials:

- **Homemade baked goods (Provided by EC)**
- **Snacks (Provided by EC)**
- **Coffee Carafes**
- **Coffee Machines**
- **Hot water Heaters**
- **Popcorn machine**
- **1 - 6ft table**
- **Bench from EC Hallway**
- **Table Cloths (Plastic & Cloth)**
- **Cash Box**
- **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 6th.
2. Festival Committee will pick up the popcorn machine from Riverside Chocolate Factory.

RUDI'S SNACK SHOPPE SET-UP

Rudi's Snack Shoppe will be in the Kitchen Island area. This area will be ready to set-up by 3:30pm with the goal to finish by 5:30pm on Friday, December 6th. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

1. Place 6ft table to close off the kitchen area. Place an EC bench on top of the table toward the back to create a 2-tiered dessert table. Cover with cloth table cloths.
2. Clean and label 1 Carafe "Hot Chocolate" – put on back counter
3. Clean and label 1 Carafe "Coffee" – put on back counter
4. Hot water heater for Tea – put on back counter
5. Small bottles of water – put in plug in cooler under the dessert table. **DO NOT PLUG IN!**
6. Place popcorn machine on the counter near the doors. Wipe interior/exterior of the popcorn machine to make sure it's clean. Set out popcorn, coconut oil & bags next to it
7. Place Cash box in the middle drawer/bucket on counter for tickets

DINING AREA SET-UP

The Dining Area will be in the 2nd Grade Room and the 3rd/4th Grade Room. This area will be ready to set-up by 3:30pm with the goal to finish by 5:30pm on Friday, December 6th. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

1. Students desks will be put together in a group of 4 with the open part of the desks facing each other and pushed together.
2. Place 4 chairs around the desks and cover the desks with a square plastic table cloth.
3. The desks and chairs in the 7th grade room are available as well. Please put a piece of masking tape on the desks and on the chairs and label it "7th Grade Room" BEFORE moving them into the dining rooms.
4. Once the room is completely set-up, please find Courtney Slinko for the sign to hang on the doors, indicating that the rooms are set up.

INSTRUCTIONS FOR ROOM VOLUNTEERS

- **PLEASE ARRIVE ON-TIME FOR YOUR SHIFT!**
- Replace snacks and desserts as they run out on the tables.
- Keep coffee brewing and the carafes full.
- Keep popcorn popping and the heater on to keep the already popped corn warm.
- Write down any thoughts or suggestions on improving this activity for the following year.
- **The last volunteer for this activity will need to bring their ticket bucket and the Cash Box to the front office and hand deliver it to administrator Marianne.**

CLEAN-UP PROCEDURES

Rudi's Snack Shoppe and dining rooms close at 5:00pm and the clean-up process can begin then. The kitchen area and classrooms 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 7th Grade Room.
 - A photo of the original set-up of 2nd and 3/4th grade classrooms will be provided.
- Sweep/vacuum.
- Pick-up trash. Dispose of all trash bags in the dumpster outside the school.