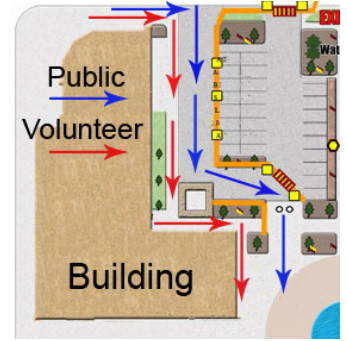


# Merchandise Booth supervised by Delphine Burton

## All Volunteers, All Shifts, All Stations

- Enter near Gate 1 on State St. (red arrows on diagram). You must be registered and enter here for free admission. No exceptions made at the main gates (blue arrows).
- Checkin at the volunteer booth to receive instruction. Wear your volunteer tag for identification.
- Maintain a clean & organized work area. Use care with all materials/equipment - we reuse.
- Before leaving train your replacement. Last shifts do not leave early unless area is completely clean, all supplies properly put away and you are released by Volunteer Coordinator at Site Tent.
- Do not leave area unattended - If you feel unneeded, check with your supervisor.
- After your shift check out at the volunteer tent to receive: Confirmation/thank you letter and Restaurant Discount Card. If working 9 hours or more you will get a tshirt. All volunteers can purchase tshirts for \$8 (regularly \$12).



**Specific Duties:** Sell festival fundraising items like tshirts & Restaurant Cards.

## 7:30 - 9:30:

- Make sure setup followed diagram at right (Info & Merch). Finish set up, decorations, signs
- Get bins from Site Tent/Truck & unpack, organize merchandise.
- Do not put more than one of each size/style in reach of public.
- Count inventory and make any corrections on Inventory Sheet.
- Place extra inventory in closed bins under the tables. Hang sample shirts.
- Note sales on sheet in cash box by making a slash mark next to appropriate item.

## 9:15 am - 12:15 am; 12:00 pm - 3:00 pm; 2:45 pm - 5:45 pm:

- Keep stock in closed containers except for a few needed for display.
- Note sales on sheet in cash box by making a slash mark next to appropriate item.
- Encourage everyone to buy a coupon card or other souvenir to support the festival.
- Do not give any free items to anyone without a signed ticket from Volunteer Coordinator unless they are on a list provided. Place the tickets in the envelope in cash box.
- Do not change prices or give discounts. Volunteers without coupons get \$4 off t-shirts. They Must have Volunteer Tag/ID.
- At the top of each hour, count the cash box & envelopes and place receipts in the appropriate envelope and turn it into the treasurer. Write your total as well as information on your checks and coupons on envelope and on the sheet in cashbox.

## 5:30 am - 8:30 pm:

- Continue as above until 7pm. Do not begin visible breakdown until 7pm.
- Count inventory and note on Inventory Sheet.
- Carefully remove decorations and place them neatly in the appropriate bin.
- Fold chairs and tables and put inside building.
- Gently fold tent. Hard pressure is not necessary. Return it to Site Tent/Truck.
- When bins are full close them and return them to Site Tent/Truck.
- Count the cash box & place receipts in the appropriate envelope and turn it in to treasurer. Write your total as well as information on your checks on the Deposit Record sheet & put it in clipboard.
- Place all important papers in clipboard and turn in to the Director - Sales & Dep
- Sweep area & throw away all trash. (brooms located at Site Tent)
- Check out at Site Tent.

