

ST. LUKE THE EVANGELIST PARISH ANNUAL CHRISTMAS CRAFT FAIR

Saturday, November 6, 2021 – 9:00 am–3:00 PM – St. Luke the Evangelist Parish Center

VOLUNTEER SIGN-UP SHEET

Please return BY October 17 (or SOONER) ☺

Name: _____	Best time to reach you: _____
Day-time phone: _____	Evening phone: _____
E-mail: _____	

YOU are needed!! Our Christmas Fair is the perfect opportunity to come together and work as a community to raise vital funds for our Parish! Which of your gifts will you use to help the fair? Thank you, in advance, for your generous donations, physical assistance, and participation. This Fair would not exist without **YOU!**

Please indicate below where and when you can help, and how you can donate.

 SPECIAL NEED FOR ORGANIZED PERSONS The Christmas Fair Lead seeks TWO (2) organized, focused individuals to make EASY DAYTIME phone calls beginning last week in September. Volunteers will be call businesses who received donation request letters via snail mail for our Silent Auction. Volunteers will keep track of responses, messages, etc. and communicate back to Fair Lead.

I will donate non-perishable, NEW or LIKE NEW items. (Please be sure the items you donate are clean and free of musty or stale odors. We cannot use items that require cleaning or have a musty smell.)

I will deliver them to Parish Hall any Saturday from 3PM-5PM or Sunday from 9AM-12PM through October 17.

- Silent Auction** _____
 Penny Sale _____
 Country Store _____
 Jewelry _____
 Wine Raffle _____
 Children's Corner _____

SATURDAY 10/30 & SUNDAY, 10/31, The weekend **BEFORE** the Fair (look for these in Churches 10/23-10/24)

 DISTRIBUTE Windshield Flyers along with Halloween Treats! Put them on windshields when shopping!

WEDNESDAY, 11/3

Stage Decoration & Banner Hanging Heroes

 3PM-5PM – Five (5) volunteers needed to form 3 teams along with the Fair Lead. Volunteers must be willing and able to: sweep, carry awkward but not heavy items from various places, negotiate stairs, and be comfortable climbing & using a step ladder. Team A will hang banners in the gym. Team B will "decorate" the stage with Christmas trees, garland, flowers, and a wreath. Team C will set up the Fair Check-In Area.

THURSDAY, 11/4, Set-up, Part 1

Trucks/Vehicle with open trailer

 3PM – 6PM We need TWO (2) Trucks or SUVs with open trailer, sign-up if we can utilize yours!

Set-up Part ONE: 3PM – 6PM

 Christmas Fair Lead is seeking a few robust volunteers to begin Christmas Fair set-up. This job involves requires working as a team, paying attention, and above all a friendly CAN-DO spirit. Lots of things will be accomplished in this three (3) hour time frame: Volunteers will move lots of tables (some heavy/some light) and chairs as well as some boxes of donations from Parish Hall over to Parish Center via truck. Volunteers must be able to do a lot of walking, go up and down stairs, and carry heavy awkward items.

FRIDAY, 11/5, 3:00PM-8:00PM I will donate & deliver PERISHABLE items **DIRECTLY** to Parish Center.

- Country Store:** _____
 Cookie Heaven: BAKE cookies, BAKE cookies, BAKE cookies, BAKE cookies, and BAKE more cookies!
 St. Luke's Café: Please watch for special sign-up boards after Masses in October!

Please indicate below where and when you can help

Plan to arrive 5-10 minutes before your time slot.

FRIDAY, 11/5, Set-up, Part 2

Trucks/Vehicle with open trailer

_____ **12 NOON – 3PM** We need TWO (2) Trucks or SUVs with open trailer, sign-up if we can utilize yours!

Set-up Part TWO: 12 NOON – 3PM

_____ Christmas Fair Lead is seeking a few robust volunteers to continue Christmas Fair set-up. This job involves requires working as a team, paying attention, and above all a friendly CAN-DO spirit. Lots of things will be accomplished in this three (3) hour time frame: Volunteers will move lots of tables (some heavy/some light) and chairs as well as some boxes of donations from Parish Hall over to Parish Center via truck. Volunteers must be able to do a lot of walking, go up and down stairs, and carry heavy awkward items.

Various Help between 3PM – 8PM

_____ Help set-up Parish Tables: I am available from _____ to _____

_____ Help set-up Silent Auction: I am available from _____ to _____

_____ Hold doors as vendors come in & out of Parish Center: I am available from _____ to _____

Set-up & Decorate the Café

_____ **5PM-6PM** Two (2) volunteers to decorate the café with garland and tablecloths. No heavy lifting.

SATURDAY, 11/6, The DAY OF THE FAIR

_____ I'd like to **Help with Parking**: I like being outdoors & the cold doesn't bother me!! I am available from _____ to _____ (Parking must be 'staffed' 7:00AM-2:00PM. Your info will be passed on to Ray Viglione.)

PARISH TABLE HELP – During the Fair between 7:30AM-3:00PM, please indicate your preferred shift

_____ Early Bird 7:30AM – 9:00AM

_____ Afternoon 1:00PM – 3:30PM

_____ Morning 8:30AM – 11:00AM

_____ Fair Breakdown 3:30PM – 5:00PM

_____ Lunch 11:00AM – 1:00PM

_____ Other Time Frame, be specific _____

If possible, I'd like to help with the:

_____ CAFÉ Cashier

_____ CASH RAFFLE

_____ Children's Corner

_____ Cookie Heaven

_____ Country Store

_____ Penny Sale

_____ Jewelry Table

_____ Quilt Raffle

_____ Silent Auction

_____ Theme Basket

_____ WINE Raffle

_____ **Put Me Where Needed MOST!**

_____ I can't stand for very long

_____ I can't climb stairs

_____ I can't lift heavy items

_____ **2:30PM-4PM** – Help "After Fair" with Silent Auction – monitoring tables as bids are tallied, organizing items, etc.

_____ **3:30PM-5PM** – We need FOUR people to call the "winners". These volunteers must be comfortable using their own cell phone to make these calls. Calls will be made at Parish Center NOT Parish Hall.

_____ **3:30PM-5PM** – Muscle needed to breakdown fair and/or bring specific tables back to Parish Hall as labeled.

_____ **3:30PM-5PM** – We need TWO Trucks or SUVs with open trailer, sign-up if we can utilize yours!

***Your assignment will be confirmed via email or phone, please be sure to provide both at the top of this form. Also, please arrive 5-10 minutes early & stop at Volunteer Check-In for assignment.**

SUNDAY, 11/7

_____ **9:00AM-12:00PM** – We need TWO (2) people to continue calling "winners". Volunteers must be comfortable using their own cell phone to make these calls. Calls will be made down in Parish Hall.

_____ **9:00AM-12:00PM** – TWO (2) people to help give out Silent Auction Items to winning bidders in Parish Hall

_____ **9:00AM-12:00PM** – TWO (2) people to help give out Raffle Prizes to winners in RE Office at Parish Hall.

If you would like more specific information about anything fair-related, please email: stlukenhfair@gmail.com