

## St. Henry's Holiday Craft Bazaar

November 17, 2018

The following is a list of positions that we need volunteers to generously help us to have a successful holiday craft bazaar this year for St. Henry's Altar Society.

**PLEASE CONSIDER BEING A CHAIR PERSON FOR THE FOLLOWING POSITIONS OR HELP IN EACH CATEGORY.** With the help of many volunteers it will allow us to successfully complete our mission of providing for God's Church and allow us to have fun, to make our parish a more vibrant and faith filled community!

**Kitchen** - chairwoman and volunteers for this area determines the menu items, cost for each, and asked businesses/parishioners for donations of the items needed for the menu including pop. She cooks the chili we have each year and the other breakfast and lunch/dinner items. She also requests home mad pies from parishioners for dessert. The menu signs must be made and the kitchen cleaned after everything is finished.

**Publicity** - This person is responsible for announcements in the Owasso Reporter and other newspapers, radio stations, etc. She has to place all the 2X3 signs on Thursday night before the Bazaar and return to pick them up on Saturday evening. The large banner at the entrance of St. Henry's is her job too. Find volunteers to help her distribute and pick up signs.

**Sweet Shop** - Chairwoman and volunteers receives a list from the office of all women in St. Henry parish with phone numbers, finds volunteers to call everyone on the list to ask for donations of baked goods; receive the donations on Friday and Saturday, package and price every item brought in, and set up the area for the sweet shop at the bazaar. Price list is determined by this person. Find volunteers to work this area during the Bazaar.

**Large Drawings/ Small Drawings** – This Chairperson and Volunteers makes posters listing all the prizes and winners. Find volunteers to work this area during the Bazaar.

**Hourly Drawings** – This person makes signs listing the items donated and time of the drawings, sell the tickets at the Bazaar, recruit the announcer for the day, keep track of who wins the items and call the winners if they are not present. Find Volunteers to work this area during the Bazaar.

**Welcome Tables** – welcomes each person who comes to the bazaar, get tickets to use for the door prize, offer each person free ticket, sell tickets for the large drawing, decorate and make signs for the tables. Find volunteers to work this area during the Bazaar.

**Cashiers** – Recruits the volunteers to help with cashiers, find calculators to use and bags to place purchases in. Thank you notes are also copied to place with each purchase. Find volunteers to work this area during the Bazaar.

**Set up** – This Chairwoman is responsible for recruiting men, women and older youth to set up all the necessary items needed for the Bazaar crafts. This starts on Wednesday evening and goes on Thursday and Friday before the Bazaar. Find volunteers to work this area during the Bazaar.

**Clean up** – This chairwoman is responsible for finding volunteers (men, woman, and older youth) to take down all of the tables, chairs, back drops, etc. on the Sunday after the bazaar. The more people who show up at this time, the less time it takes to return everything to its place. Find volunteers to work this area during the Bazaar.