

# Carnival – March 22, 2020

**We need volunteers to make this carnival a success! Please help us by volunteering for at least one of the following duties:**

- ✓ Costumes
- ✓ Decorations
- ✓ Raffles
- ✓ Music
- ✓ Flowers
- ✓ Day-of helpers

## **Costumes**

**Minimum 8 individuals, can be done in pairs/groups**

Each individual(s) will:

- ✓ Help come up with ideas for that group for costumes
- ✓ Shop for/make costumes within budget provided if necessary
- ✓ Bag and label costumes for that group
- ✓ Provide costumes & accessories to head coach prior to January 22, 2020
- ✓ All questions can be sent to Krystal for theme, help with ideas, budget, list of skaters and their sizes, etc.

Time line: Budget & theme will be released in November; Costumes must be done by January 22, 2020

## **Decorations**

**Minimum 4 individuals, can be done in pairs/groups**

Each individual(s) will:

- ✓ Design decorations for lobby **OR** boards **OR** curtains (2 individuals for lobby, 2 individuals for boards, 1 for curtains)
- ✓ Shop for/make decorations within budget provided
- ✓ Provide decorations to head coach by March 9, 2020
- ✓ All questions can be sent to Krystal for theme, help with ideas, budget, etc.

Time line: Budget & theme will be released in November; Decorations must be done by March 9, 2020

## **Raffles**

### **Minimum 2 individuals**

Each individual(s) will:

- ✓ Deliver letter to local business requesting raffle prize donation
- ✓ Follow up with businesses for confirmation, denial and/or pick-up
- ✓ Retrieve the items before March 9, 2020 and deliver to head coach
- ✓ Keep list of businesses requested and their response as well as items donated
- ✓ Deliver thank you cards to businesses that donated after Carnival is completed
- ✓ All questions can be sent to Krystal for businesses used, timeline of when to approach, etc.

Time line: Raffle prizes to be collected by March 9, 2020

## **Music**

### **Minimum 1 individual**

Each individual(s) will:

- ✓ Determine song appropriate for each group based on theme
- ✓ Cut/merge songs to be appropriate length (songs can be merged together to have more than one song)
- ✓ Email labelled songs to Krystal by January 8, 2020
- ✓ All questions can be sent to Krystal for theme, help with ideas, number of groups, etc.

Time line: Budget & theme will be released in November; Music must be done by January 8, 2020

## **Flowers**

### **Minimum 1 individual, can be done in pairs/groups**

Each individual(s) will:

- ✓ Purchase flowers shortly before the carnival based on budget provided
- ✓ Bundle flowers into bunches of 3 – 5 flowers for sale
- ✓ Bring flowers to arena day of Carnival
- ✓ All questions can be sent to Krystal for vendors used, estimated number of flowers, etc.

Time line: Flowers must be purchased and bundled by Carnival on March 22, 2020

## **Day-of helpers – March 22, 2020**

### **Minimum 20 individuals**

#### Table ticket sales (2 volunteers)

- ✓ Set up entrance table (at 12:00 PM)
- ✓ Sell tickets from when doors open to shortly after carnival starts (12:00 PM to 1:15 PM)

#### Raffle ticket sales (2 volunteers)

- ✓ Set up raffle table (at 12:00 PM)
- ✓ Sell raffle tickets from when doors open to after first intermission (12:00 PM to 2:15 PM)
- ✓ Draw raffle prizes names, label the winners on listing provided, assist winners with retrieving items, and mark on list when item has been picked up

#### Flower sales (2 volunteers)

- ✓ Set up flower table (at 12:30 PM)
- ✓ Sell flowers from before carnival starts to after carnival ends (12:30 PM to 3:00 PM)

#### Lobby, ice and curtain set up/take down (6 volunteers)

- ✓ Set up decorations in lobby, on ice, and assist with curtain set up before carnival (11:00 AM to 12:30 PM)
- ✓ Take down decorations in lobby, on ice, and assist with curtain set up after carnival (2:45 PM to 3:15 PM)

Star Parents (8 volunteers) \*\*\* Note that star parents will have a pre-meeting before the carnival to further discuss duties. Pre-meeting March 20, 2020 from 5:45 – 6:15PM at Blackfalds arena

- ✓ Sit with assigned group in designated dressing room before carnival starts until called
- ✓ Lead group to designated bleacher seating
- ✓ Help provide them with helmets, skate guards, blankets, etc.
- ✓ Sit with group on bleachers until called to be get ready on the ice
- ✓ Assist skaters by holding their jackets, mittens and skate guards while they are on the ice
- ✓ After performance is done, lead skaters back to the bleachers
- ✓ Skaters can see their parents during intermission, however should meet back in the dressing room at the end of intermission
- ✓ Once intermission is completed, meet the group in the dressing room and lead the group to the bleachers
- ✓ Sit with the group until the grand finale
- ✓ Assist the group down to lineup at grand finale
- ✓ Once completed, help group off of the ice and give back mittens, jackets and skate guards
- ✓ Lead skaters back to assigned dressing room to parents (12:45 PM to 3:15 PM)