

Bake Booth Operational Procedures

Opening Rules

1. Arrive at fair grounds at **5:30 PM**. All volunteers are asked to park on the grass near the North entrance of the church. You will be charged \$2.00 to park, which can be reimbursed at sign-in.
2. Go to the side of barn to the information booth to sign-in and receive a food coupon (for a minimum 4 hour shift), as well as a reimbursement for parking. You will also receive a nametag, which must be worn at all times. The soda tents will give you bottled water all night (while you are working) when wearing a festival nametag.
3. Go to festival bank (in the Parish Office) for your start-up money, aprons, and plastic deposit bags.
4. Most of the leftover baked goods will be located in the refrigerator in that booth. Go to the walk-in refrigerator in the barn for any additional baked goods.

NOTE: Briefly show the 2nd shift volunteers what to do if they are not familiar with the booth.

Operation

1. As soon as you open, parishioners will be dropping off baked goods. You will need to price each accordingly. Larger items may be sliced into 2 or more items to aid in selling.
2. **IMPORTANT: You are not to leave the tent with your money belt on.** You need to give it to one of the other workers to wear. Don't lay the belt on the shelf with money in it.
 - a) During the night Security will come to collect extra cash. Please give them all extra money in the plastic deposit bag. It is not necessary to count or record the deposit, the festival bank will take care of it.
 - b) If you need change any time throughout the night, ask a security guard. If security is unavailable and the booth is fully staffed, you can go to the festival bank and receive the required denominations. It is not necessary to bring any money with you, as the change will be deducted from the booth's proceeds.

Additional General Rules:

1. Festival campus is now a non-smoking campus. There is a designated smoking area near the beer and wine garden.
2. If someone falls or gets injured, please go immediately to the sign-in booth and ask for an incident report – to be completed by festival personnel.
3. Strobe lights will light up if there is an unusual emergency for example, a lost child. Wait to find out the details from a security guard.

Closing Rules

1. At the end of the night, the aprons and cash go to the bank.
2. Any leftover baked goods should be placed in the refrigerator(s).
3. It is not unusual for Security to ask you to shut down before the end of the festival, especially if you are not busy during the later hours.