

Volunteers Needed

July 20th Quarterly Meeting & Swap Meet

Rack Assembly & Disassemble –

10:45 am – 11:30 am -Unload, Set-up, Hang **(Three people needed)**

3:30 pm – 4:30 pm –Remove drapes, takedown and load on truck **(Three people needed)**

Swap Meet Tables

10:45 am – 12:45 pm Check in table owners and direct them to their table **(One additional person needed)**

Swap Meet Vendors - help unload & re-load items before and after event.

10:45 – 1:00 - move in **(Three additional people needed)**

3:00 – 4:30 - Move out **(Three additional people needed)**

Challenge – help check in items, verify they meet the rules, assign a category, and pin a sheet of paper to cover the name of the entrant. Note: These people can also help with takedown.

10:45 – 12:45 **(Two additional people needed)**

Hang items on the display racks in correct category, including pinning voting bags with each category.

10:45 – 1:00 **(Four people needed)**

Help count votes and document votes and give to Sandy to prepare winner’s announcement.

3:00 – finish **(Five people needed)**

Takedown items

3:00 – finish **(Three additional people needed)**

Photograph winners and take pictures of as many entries as possible.

11:00 – 4:00 pm **(One person needed)**

Hospitality Tables Set up and tear down.

10:45 – 1:00 **(Two people needed)**

4:00 – 4:30 **(Two people needed)**

Man Hospitality Tables

1:00 – 4:00 **(Four people needed – can be in shifts)**

