



Parents, students, faculty and staff are needed to make Merrie Market a success!

Please complete this sheet and return to the Merrie Market Office or your student's classroom teacher **ASAP** or by **January 30!**

You will be contacted about your shift either by a phone call, a postcard or email.

Thank you!

If you have any questions, please contact:

Linda Carlson	952-892-6678	lindacarlson@frontiernet.net
Paulette Cashman	651-454-7789	prcashman@netzero.com
Linda Heuer	651-690-0547	lheuer@eidebailly.com
Merrie Market Office	651-683-1725	ghickey@vischool.org

Pre-event					√
Position	Description	Date	Time		
Basket Assembly	Arrange, assemble class baskets	Saturday, February 21	9:00 AM-Noon		
Basket Assembly	Arrange, assemble class baskets	Wednesday, March 3	9:00 AM-Noon		
Set-up	Decorations	Wednesday, March 4	1:00 PM-3:00 PM		
Set-up	Set-up auction, decorations	Thursday, March 5	9:00 AM-Noon		
Set-up	Set-up auction, decorations	Thursday, March 5	1:00 PM-3:00 PM		
Set-up	Set-up small gym and foyer	Friday, March 6	9:00 AM-Noon		
Set-up	Set-up small gym and foyer	Friday, March 6	1:00 PM-3:00 PM		
Set-up	Set dining tables and arrange chairs	Saturday, March 7	9:00 AM-Noon		

See reverse side for Friday and Saturday gala event volunteer opportunities.

Volunteer Form, cont.

Merrie Market		Friday Family Basket Night		March 6	
Position		Description		Time	√
Registration		Register guests and issue bid numbers.		4:45 PM-7:00 PM	<input type="checkbox"/>
Basket Booth		Monitor bidding and pass out baskets to successful bidders		5:00 PM-7:00 PM	<input type="checkbox"/>
Basket Booth		Monitor bidding and pass out baskets to successful bidders.		7:00 PM-9:00 PM	<input type="checkbox"/>
Raffle Booth		Sell raffle tickets on Raffle Row.		5:00 PM-7:00 PM	<input type="checkbox"/>
Raffle Booth		Sell raffle tickets on Raffle Row.		7:00 PM-9:00 PM	<input type="checkbox"/>
Raffle Sales		Circulate among guests, selling raffle tickets beads.		5:00 PM-7:00 PM	<input type="checkbox"/>
Raffle Sales		Circulate among guests, selling raffle tickets beads.		7:00 PM-9:00 PM	<input type="checkbox"/>
Kids Activities		Monitor games, supervise students leading activities.		5:15 PM-6:30 PM	<input type="checkbox"/>
Kids Activities		Monitor games, supervise students leading activities		6:30 PM-7:45 PM	<input type="checkbox"/>
Kids Activities		Monitor games, supervise students leading activities		7:45 PM-9:00 PM	<input type="checkbox"/>
Check-out		Collect, file and organize bid-slips. Assist Cashiers with payments.		5:00 PM-9:00 PM	<input type="checkbox"/>
Booth Captain		Monitoring Silent Booth Tables		5:00 PM-7:00 PM	<input type="checkbox"/>
Booth Captain		Monitoring Silent Booth Tables		7:00 PM-9:00 PM	<input type="checkbox"/>
Where needed		I am flexible! Put me where needed.		5:00 PM-7:00 PM	<input type="checkbox"/>
Where needed		I am flexible! Put me where needed.		7:00 PM-9:00 PM	<input type="checkbox"/>

Merrie Market		Saturday Night Gala Event		March 7	
Position		Description		Time	√
Registration		Register guests and issue bid numbers.		5:00 PM-8:00 PM	<input type="checkbox"/>
Raffles		Assist with Raffle Row Events		5:00 PM-8:00 PM	<input type="checkbox"/>
Raffles		Assist with Raffle Row Events		8:00 PM-10:00 PM	<input type="checkbox"/>
Check-out		Collect, file and organize bid-slips. Assist cashiers with payments.		5:00 PM-11:00 PM	<input type="checkbox"/>
Booth Captain		Monitoring Silent Booth Tables		5:00 PM-8:00 PM	<input type="checkbox"/>
Auction Spotter		Help the auctioneer spot bidders		8:00 PM-10:30 PM	<input type="checkbox"/>
Booth Teardown		Help take down tables, lighting, risers, signage, etc...		10:30 PM-Midnight	<input type="checkbox"/>
Where needed		Be flexible		5:00 PM-8:00 PM	<input type="checkbox"/>
Where needed		Be flexible		8:00 PM-11:00 PM	<input type="checkbox"/>

March 8, 2008				√
Morning clean up	Enjoy coffee and donuts. Bring items to storage, sweep and vacuum.	9:00-Noon		<input type="checkbox"/>

Name: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Please complete this sheet and return it to the Merrie Market office or to student's class room teacher as soon as possible. We have lots of jobs to fill!

Thank you!