

# CEF OC Fair Booth - 2022

(Castle Façade by Pig Races and Amphitheater)

## Opening & Closing Instructions

Morning Workers: (11:00 a.m. to 2:00 p.m.)

### Opening Instructions:

- **By 10:30 a.m. - Check in over in front of Carnival of Products**

- Look for someone in an Orange shirt holding a clipboard!



- For the front booth, carefully open the front curtain to the left and tie back with rope against the pole. Then open the right side curtain to the right and tie back with the rope in the same manner.
- For the back booth, carefully open the front curtain and tie back to the right, and the right side curtain pull to the right and tie.
- Chairs should already be set up for the children and for the teacher, there are extra chairs in the craft area under the table.
- Make sure the basket with goodie bags is full and near the teacher's chair.
  - Additional goodie bags are stored in the large pink tub under the red cloth and lions.
- The crown crafts are done in the back booth on the tables
  - Each child gets one crown and **one bag of jewels, and they get what they get!** They cannot choose a different one.
- The chairs under the back table can be set up outside the canopy for parents to sit while waiting for their kids.
- There are bubbles and “bubble shooters” in the white podium if the greeter wants to attract attention with the bubbles.
- Plug in the pink squirrely power strip into the large electric box in back of the craft booth, and cover the power cords with the white sandwich board.

## **Evening workers: (8:00 p.m. to 10:00pm /11:00 pm.)**

### **Closing Instructions:**

- Put any parent chairs back under the canopy, folded under the table.
- Put all crown materials away in the boxes. Put bubbles away in the white cabinet.
- Unplug the one squirely pink cord to turn off everything.
- Close both Booths by carefully closing all the curtains and secure them with the strong Velcro. The curtain on the right side of the front booth, is secured by pulling front curtain over and attaching the two together by tying the ropes between the outside column and corner of the booth.
- The red curtains are stationary and do not move.