**Holiday Bazaar Coordinator Positions**

**First Aid**

* Attend Bazaar from set up to teardown
* Bring complete First Aid kit
* Bring accident report form(s)
* Wear nametag or pin to identify you as First aid

**Entertainment Coordinator**

Prior to Bazaar

* Obtain a list of troops willing to sing from the Bazaar coordinator a week or two before event.
* Assign 10-minute slot to each troop spacing them no more the 10-minutes apart. Filling the middle times first.
* Notify troops of the assigned singing time and have them arrive early to warm up.
* Have troops check in with you at a designated spot
* Have your troop prepare songs and poems for filler
* Secure and check sound system

Day of Bazaar

* Set up and test sound system
* When troop check in make sure you have troop number, school and grade or level for announcing the groups.
* Have your girls announce each troop before they begin.
* When all groups are done clean up area and secure sound system.
* Fill out evaluation sheet

**Craft Table Coordinator**

Prior to Bazaar

* Obtain list of troops and table counts 2 weeks prior to event
* Prepare envelope for each troop, including payment earning and payment slip
  + If a leader has two troop keep them together,
  + Assign table for food service troop close to kitchen

Day of Bazaar

* Arrive at 8:00 to set up tables
* Set envelopes/forms on each table that has been assigned.
* At end of bazaar coordinate returning of tables to proper rooms/spaces
* Complete evaluation form

**Service Project Collection Table Coordinator**

Prior to Bazaar

* Make Poster(s) to designate donation table
* Locate boxes/bags to pack donated items into (Contact us if want help)
* 2 weeks prior Schedule troops to fill time slots during event
* Contact other troops and let them know their time

Day of Bazaar

* Bring poster and boxes
* Arrive 10 minutes before start to set up table
* Display schedule, greet troops, assure table is staffed throughout the bazaar
* Bring paper/pencils, or scale

After Bazaar

* Calculate donations either in kind/quantity, or weight
* Complete evaluation form
* Bring donations to IOCP

**Kitchen Coordinator**

Prior to Bazaar

* Plan tentative menu
* Learn food service guidelines
* Obtain food and serving dishes at minimum cost
  + Secure donations from local businesses
  + Shop sales, Costco and Sam’s
* Secure plan for food preparation including pans, heating etc.
* Make menu signage including costs
* Prepare cash box, with plenty of change
* Plan for training of workers
* Obtain volunteer list from Bazaar coordinator 2 weeks prior to even, schedule workers for each shift. Notify each volunteer of their time.
* Track hours worked for each girl (track hours for planning)

Day of Bazaar

* Arrive at 8:00 to begin setup
* Begin serving breakfast items at 9:00
* Food service must be open the duration of event
* Manage workers and track hours worked for all girls

After Bazaar

* Clean up food area
* Turn in receipts for reimbursement of food costs
* Determine money earned
* Complete evaluation form
* Return unopened/unused food

**Adopt a Family Coordinator**

Prior to Bazaar

* Work with Bazaar coordinator to determine how many families/people to sign up to support
* Sign up on IOCP site
  + Take careful note of deadline
* Work with Kitchen troop to help create poster showing where profits are going.

After Bazaar

* Take money for gifts
  + If there is extra money, can purchase gift cards in $25.00 increments
* Purchase gifts according to IOCP Adopt a Family guidelines
* Wrap gifts and label according to Adopt a Family guidelines
* Bring gifts to IOCP
* Complete evaluation form and give to bazaar coordinator

**Shopping Badge/Secret Shopper Coordinator**

Prior to Bazaar

* Create/Revise badge requirements and instructions
* Schedule girl volunteers into shifts
* Obtain badges from council
* Create some identification for your table so parents can find you

Day of Bazaar

* Arrive 10 minutes early to set up table
* Coordinate girls and help when needed
* Sell badges to parents when badge is earned

After Bazaar

* Complete evaluation form
* Return unused badges to council

**Publicity & Advertising Coordinator**

Prior to Bazaar

* Create advertising campaign
  + Local only (not in Star Tribune or Craigslist)
* Create/update poster locations list
* Create advertising slogans/paragraphs
* Implement advertising campaign
* Pick up sandwich boards from Girl Scout Closet
* Prepare sandwich board signs
* 3 days to 1 week before event put out sandwich boards

Day of Bazaar

* Post updates to social media (if part of campaign)

After Bazaar

* Complete evaluation form
* Take down sandwich boards and any additional signs
* Send post event news or thank you’s

**Event Coordinator**

Prior to Bazaar

* As early as possible, coordinate with SUM to secure location and date
* Assimilate feedback from prior year
* Update duties/email as necessary
* Gather team and Fill other coordinator roles
* Learn location rules and space
* Prepare Coloring Poster
* Early October: Send out letter with full details and poster to all troops in service unit and beyond
* Hold Coordinator meeting to answer questions and sign people up.
* Prepare coordinators and answer questions. Assess their progress.
* Obtain event patches from GS closet
* Pick up key for event.

Day of Bazaar

* Arrive early and take note of rented space and cleanliness
* Greet everyone as they arrive and answer questions
* Sell patches

After Bazaar

* Collect troop donation money
* Collect/calculate food table money/earnings
* Determine girl hours worked and give funds and detail to treasurer to write checks to troops
* Collect Evaluation forms
* Assure rental space is cleaner than you found it
* Consolidate evaluation form data
* Update handbook