**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 to identify yourself as First aid.

**Craft Booth Coordinator**

Prior to Bazaar

* Obtain list of troops and table counts 2 weeks prior to event.
* Prepare envelope for each troop
	+ invoice for space, with option to add patches/badges.
	+ Reminder of “Clean up” expectations.
* Prepare Floorplan
	+ If a leader has two troops keep them together.
	+ Assign table for Troop providing food service close to kitchen if applicable.

Day of Bazaar

* Arrive at 8:00 to set up tables (may be possible to mark space the night before)
* Set envelopes 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
* 2 weeks prior, Schedule troops/girls to fill time slots during event
* Contact other troops re scheduling, if applicable

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

After Bazaar

* Complete evaluation form

**Leaf/Badge 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 ??
* Prepare sandwich board/signs
* 2 days before event put out sandwich boards/signs

Day of Bazaar

* Post updates to social media

After Bazaar

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