

* * * WINTER FESTIVAL * * * *and crafts fair*

The PNA's **Winter Festival & Crafts Fair** is just a month away on **December 5th and 6th**. For two days, both buildings are filled with great crafts, food and entertainment. Over 200 volunteers are needed to staff this event and **we need your help!** Do your holiday shopping at the festival, come a little early or stay a little later to give a few hours of your time to the PNA. Use this form to sign up, and please respond by November 4th. Questions? call (206) 783-2244 or email judith@phinneycenter.org.

BAKE SALE: Since we've begun contacting members via email instead of phone calls, there has been a decrease in baked good donations. Your sweet and savory treats are key to the success of this fundraiser and are a highlight for many Winter Festival attendees. Individually-packaged cookies, bars, or candies make an attractive (and sanitary) presentation; a sandwich bag with a narrow ribbon works well. Muffins, breads, cupcakes and other "eat-on-the go" baked goods are also welcome, as well as goodies that haven't been pre-packaged. Please remember a label so volunteers can answer questions about ingredients, flavors, etc.

VOLUNTEERING: Check your preferences and return this form. Assignments are made on a first come, first scheduled basis so reply as soon as possible. There are some volunteer posts that are harder to fill; let us know if you're willing to help wherever you're most needed. Teens and families are always welcome!

BEFORE THE EVENT: (*Indicate your 1st, 2nd and 3rd choice*)

- Bake sale reminder phone calls** (November 27-December 1)
- Occasional and unexpected tasks** (indicate when you are available - days, evenings, weekends)
- Poster distribution** in and around the Phinney area (early November)
- Event Preparations Dec. 2-3**, (10-1, 1-4), (signage, booth layout, supplies, etc.)
- Set-up Friday, Dec. 4**, (10-1, 1-4, 6-9), (tables, chairs, booth layout, signage, etc.)

DURING THE EVENT: (*Indicate preferred day*) Saturday, Dec 5 Sunday, Dec 6 Either Both
(Please check preferred jobs and circle all times available.)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Check-in and Unloading (Fri ~7-9 pm, Sat ~7-9 am) <input type="checkbox"/> Directing Parking (Sat 7-10 am, Sun 8:45-9:45 am) <input type="checkbox"/> Admissions (9:45-11:45, 11:30-1:30, 1:15-3:15, 3-5) <input type="checkbox"/> Custodial Assistant (11:30-2, 1:45-4:15) <input type="checkbox"/> Clean-up (Sat 5-7 pm, Sun 6-8 pm) <input type="checkbox"/> Supervisory Job – I'm ready for more responsibility supervising other volunteers and can work a longer shift (4-5 hours). Prefer: morning or afternoon | <ul style="list-style-type: none"> <input type="checkbox"/> Bake Sale (9:45-12:30, 12:15-3, 2:45-5:30) <input type="checkbox"/> Box Lunch Prep & Delivery (10 am-1 pm) <input type="checkbox"/> Popcorn Booth (9:30-11:30, 11:15-1:15, 1-3, 2:45-5) <input type="checkbox"/> Quilt Raffle & T-Shirt/Shopping Bag Sales (9:45-11:45, 11:30-1:30, 1:15-3:15, 3-5) <input type="checkbox"/> Stage Emcee (mid-day or afternoon) <input type="checkbox"/> I WILL DO ANY JOB THAT NEEDS DOING! |
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AFTER THE EVENT: **Monday, December 8** (9-12, 12-3)

- Signage take down, clean-up and more

Best chance for your favorite assignment if you respond by November 4th.
Scheduling of volunteers takes time - please be patient when waiting for confirmation.
DON'T FORGET THOSE BAKED GOODS!

Name: _____ Phone: _____

Mailing Address: _____

Email Address: (preferred method) _____

Your prompt response is appreciated!
Send this form to 6532 Phinney Ave N, Seattle WA 98103, e-mail: judith@phinneycenter.org or call (206) 783-2244 with volunteer questions. Your assignment will be confirmed by e-mail or snail mail.