

# Fun Fair Volunteers Needed!!!

Planning for the annual PTA fun fair is well underway. Our goal this year is to raise more money than ever, which in turn helps benefit *all three of our schools in Hopkinton.*

Although we will be looking for volunteers to help run the event on May 12th, we are in need of some help right now! Please take a look at this list and consider signing up for a job that interests you. All of these positions can be done at home on your own time, until the day before the fair.

The following is a list of positions we currently need help with. Please contact fun fair Coordinator Tammy Ehrmanntraut at [etraut@mettelecom.com](mailto:etraut@mettelecom.com) . 746-2817 if you'd like more information or if you'd be interested in helping out.

**Volunteers are the key to  
the success of this event!**

**Thank you!**

### **Volunteer coordinator/s:**

- \*Send emails to a provided list of groups and individuals to ask them to volunteer for the fair.
- \*Keep track of people who volunteer....names, phone numbers, emails on a spreadsheet.
- \*Confirm with all volunteers.

### **Cake Walk Coordinator/s:**

The Cake Walk is one of the most popular games at the fair, but it requires lots of donations of cakes and cupcakes. The coordinator would:

- \*Send emails to a provided list of groups and individuals to ask them about donating a cake.
- \*Confirm all donations a few days before the fair.

### **Silent Auction (Donation committee) Coordinator/s:** (this can be split into 2 positions)

- \*DO NOT need to solicit donations, as there are others doing that.
- \*Keep contact with the donation committee volunteers, as they will bring all donations to you, where you will keep track of them at your home.
- \*Make all the bid sheets ( a template will be provided)
- \*Bring all bid sheets and donations to the set up at 5:30 on the night before the fair.
- \*Bring all items home again after the fair, to contact any winners who were not there to claim their winnings.

### **Plant Booth Coordinator/s:**

- \*Contact local nurseries for a donation
- \*make arrangements for delivery/pick-up of items
- \*Bring items to set up the night before the fair
- \*Set up plant booth (outside) morning of event
- \*Volunteer for at least one shift at the plant table during Fun Fair

### **Balloon Assistants:**

Balloon Pop was a new game last year and turned out to be very popular.

- \*We will need lots of help blowing up all the balloons and stuffing small pieces of paper into them. (you can use a bike pump!)
- \*All balloons need to be delivered during the set up time, the night before the fair.