Teacher Assistant Position

1. Let the teacher know you are there to help.
2. Let them direct you on how you can help.
3. There will be a class roster in the back of the room, when letting students in take their ticket and check the students' name off the roster. Make sure the ticket is for the right class/right day/right time.
4. Let students in the classroom 5 minutes before the class starts.
5. Give the teacher the tickets to use for class prize drawings.
6. Assist students in class as they need help.
7. Help move students out of class quickly when class is over.
8. Help teacher clean up quickly so next teacher can begin setting up.

Door Greeter Position

1. Verify anyone entering the Vendor Faire has either a Vendor Badge or a wristband.
2. Only Vendors are allowed in the Vendor Faire before 9 am each day.
3. Make sure all wheeled totes & strollers are checked at the Tote & Stroller Check.
4. Any problems, direct attendee to the Information Desk counter
5. Know where the door prize drop-off and pick-up are located on the show floor. Also know where the bathrooms and classrooms are to help direct attendees.

Crop Assistant Position

1. Assist Crop Supervisor with covering crop tables, setting out prizes, setting up crop sales tables.
2. Take tickets at the door from attendees.
3. Give tickets to the Crop Supervisor to use for prizes.
4. Watch door for late attendees
5. Help pass out prizes to winners

Door Prize Position

1. Door Prize drawing times are every half hour.
2. Draw names every half hour.
3. Write names on the whiteboard under that specific time.
4. Winner must be present to win and has to claim their own prize.

Pre-Registration Position

1. Take ticket from attendee.
2. Give them their registration packet envelope with their wristbands, and door prize entry forms.
3. Give them their Pre-Registration Gift (one per envelope, not necessarily one per person).
4. If the attendee does not have their ticket and needs to print out tickets, send them to the Information Desk and we will print their tickets.