

EVENT / ACTIVITY: Farmer's Market Kiwanis Table

POC: Breck Lebeque

CONTACT INFO:

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WHEN OCCURS: Summer on Wednesdays from 3:00-5:00PM and 5:00-7:00 PM (2-hour shifts)

MANPOWER NEEDED AND TIME COMMITMENT: 4 Kiwanians (2 shifts of two hours)

PROCEDURES:

- Pre-Event
  - Circulate sign-up sheet for volunteers
  - Gather materials needed – table cloths, banner, large trifold, trifold brochures and club application.
- Day of Event
  - Set up booth and materials
  - Greet passersby and offer information about the club
  - If working second shift, help with Kiwanis booth take down
- Take down
  - Report to Town Tennis Court at 6:45 PM and assist with tent removal and other take down tasks