

## Across the Lake ~ June 12, 13, 14, 2020

### Volunteering - How You Can Help

At the end of May, we'll email you to ask for help before, during, and at the end of the dance weekend. Below are the various tasks.

Volunteer Coordinator: Bruce Kokernot, 518-563-1834, cell 518-569-6544, kokern2255@gmail.com

#### **FRIDAY 5pm HALL SETUP**

Move a large number of chairs out of the main hall into a storage room

Carry items into building from cars

Set up chairs along:

- Side wall (with arches) of hall
- On stage for band and spectators

Sweep hall and possibly wash floor if needed.

- Brooms and mops are in the closet next to the kitchen

Set up 2 6-ft tables w/ tablecloths for water jugs, 2 6-ft tables for flyers, 1 4-ft table for name tags, 1 6-ft table for CD sales, 1 6-ft table onstage for band

Move benches in hallway

Arrange name tags on table

Hang signs (location of changing rooms, men's and ladies' rooms, schedule, volunteer info, etc)

Set up chairs and clothes racks in changing rooms

Set out trash and recycle cans/bins

Fill water jugs

#### **FRIDAY 5pm CLOTHING SALE SETUP**

Setup and arrange clothes racks in lobby.

Hang and display clothing/accessories stored in bins. Set aside anything that is outdated/inappropriate so it can be donated to Goodwill.

Price the more valuable items that should sell for more than the posted prices.

#### **FRIDAY 11pm**

Setup chairs for Saturday morning talk.

#### **DURING THE WEEKEND EASY TASKS, NOT TIME-CONSUMING**

Re-fill water jugs.

Tidy Clothing Sale area.

Tidy dance hall and hallway (discard empty cups, etc.)

Sweep floor.

**MORE ON NEXT PAGE**

**SATURDAY 11pm  
SETUP FOR SUNDAY BRUNCH**

Sweep floor right away.

Setup 5 6-ft buffet tables at back of hall.

Setup dining tables (w/ folding chairs) at far side of hall.

Setup “conversation groupings” with benches from hallway & folding chairs in center of hall.

Put tablecloths on all tables.

**SUNDAY 9am to Noon**

Help Kitchen Manager Richard Witting (put food on buffet table, wash & dry dishes, for example). Pick a 1-hour shift: 9am to 10am, 10am to 11am, 11am to noon (if you’re not dancing!)

Tidy buffet tables (consolidate items, bring empty platters/bowls to kitchen window for washing)

**SUNDAY 12:30pm  
HALL BREAKDOWN**

Pack up tables, chairs, and tablecloths, food, water jugs, flyers, name tags etc.

Sweep hall and possibly wash floor if needed.  
- Brooms and mops are in the closet next to the kitchen.

Move benches back to original hallway locations.

Put folding chairs on carts and return to storage room.

Take down and put away signs.

Clear & clean changing rooms.

Empty trash and recycle cans/bins.

Help with clothing sale cleanup as needed.

Clean kitchen (wash & dry dishes, clear & clean countertops).

Other tasks as needed (such as returning the stored/stacked “upholstered” chairs to back of Big Hall — if Elley-Long staff person in office says to do this).