

# Gingerbread Bash

## Team Elf

(Christy, Karrie )

### Set Up

- Fill 30 icing bags, each with one tub of icing
- Arrange Gingerbread decoration trays
- Arrange Game decoration trays

### During Event

- Monitor foyer, entry ways and restrooms
- Near the end of the auditorium portion, respond to the Cocoa Station to assist and greet guests while distributing snacks.
- Refill station as needed.

### Post Event

- Clean up Cocoa Station, wash all dishes and place in their appropriate locations.
- Place any extra food items on the coffee shop counter.
- Sweep and clean the front foyer area.

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## Team Reindeer

(Jennifer, Charlane, Isaiah)

### Set-Up

- Place tablecloths and décor on tables
- Decorate the stage

### During Event

- Stand at auditorium doors, greet guests with energy and smiles then, direct them to the correct table.
- Patrol in designated section with snack/craft cart. Check to see if tables need any refills or anything at all.

### Post Event

- Begin breaking down the table and chairs. Return items to their designated locations.
- Place chairs back in correct order
- Vacuum the auditorium

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## Santa's Little Helpers

(Tamee, Jamie)

### Set-Up

- Prepare Cocoa/Cookie Station (Display coffee and cocoa dispensers, fill condiment containers, prepare cocoa and coffee, display cookies, cups, napkins, etc)
- Decorate foyer, hang backdrop, decorate front entryway

### During Event

- Your main role is to be a happy helper during the event. Visit with tables, assist with any questions, etc.
- You will each be requested to choose the volunteers for the games from your designated section when requested.
  - Build a Snowman- Each chooses 2 (1 younger, 1 older child)
  - Decorate Parent- Choose the most festively decorated parent from each table in your section.
  - Reindeer Races- Each chooses 1 volunteer from your designated sections. (an older child.
- Assist with distributing prizes for each game.

### Post Event

- Thank guests for joining and wish them a great day as they exit the church.
- Assist with breaking down décor in the foyer.
- Assist with returning auditorium to its normal state.