Hi Everyone:

What a great idea! CONCERT TICKETS FOR STOCKING STUFFERS!!!! Tickets will be available at our practice this Wednesday (tonight). Adult ticket $10: Child $5; Family $30. In order to help with keeping track of things over the holiday break, we are hoping you will bring cash or a cheque. At our first January practice, there will be advance tickets available for you to take and sell to your friends and neighbours.

Our Concert is set for January 23. As we all know, it will be here before we know it. I trust many of you are looking forward to helping, and are ready to sign up for one of the volunteer jobs. I am going to describe all the volunteer jobs below. It’s true – “many hands make light work”.

There are a couple positions that require non-choir members to fill. (Remember we have to rehearse and focus ourselves prior to the concert, and, again, following intermission, we all have to promptly rejoin the ranks of the Choir for the second half.) If you have a spouse/partner, family member or friend who can support us in this way, that would be wonderful. Be sure to ask them first! We need them to act as ticket takers/sellers and greeters at the door, and count the 50/50 Draw cash at the end of intermission.

Janet Ross was our Team Leader in the “refreshment” area at our last Concert in May. She has very kindly volunteered to look after this area during intermission again this year. Janet will be the “go to” person for the other volunteers looking after refreshments – someone who knows the answer to “where are the tablecloths”,” do we have a knife”, “we need more glasses”, etc. Janet and I will set up the auditorium late afternoon on Saturday, and, she will also do some minor shopping (juice/napkins) during the week.

Just to get a headstart, I will have “Volunteer Sheets” available for sign up at our practice tonight. After reading the job descriptions below, if you know where you can help, please feel free to e-mail me directly and let me know ahead of time. [moldenhauer.b@sympatico.ca](mailto:moldenhauer.b@sympatico.ca) 519 824 6172. I will get your name on the proper list for sure. I appreciate that everyone just wants to go home after practice.

REFRESHMENTS:

I trust everyone will bring one item for the refreshment table to share with each other and all our guests. Please bring to the church kitchen already prepared (cut) on your own plate or bowl from home, properly covered with saran wrap. These can be immediately placed on the tables set up in the auditorium, ready for intermission. Of course, **you will have to remember to take your plate/bowl back home after the concert**. Please bring **FINGER FOODS** only – nothing requiring a fork or spoon to eat. Suggestions: squares / cookies / candies / any kind of loaf / tarts / cheese & crackers / veggies / fruit / bowl of potato chips, doritos, etc.

**CHOIR MEMBER VOLUNTEER JOBS:**

**5 KITCHEN VOLUNTEERS**

Tables and chairs will already be set up, and drinks prepared in refrigerator.

Our Team Leader, Janet Ross, is available to help where needed.

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- Immediately following our pre-concert rehearsal, all volunteers check in with Janet in the kitchen.

-Ensure all plated refreshments are arranged (still covered) on refreshment tables.

-Ensure napkins are on food tables, glasses and napkins on the drinks table

- As the Choir walks out of the sanctuary at intermission – go as quickly as possible to the auditorium to remove coverings from plates/bowls,

-At least two people, maybe three need to be at the drink table to pour drinks, refill pitchers, etc.

-At least one person, maybe two, need to monitor refreshment table, removing empty plates, etc.

Everyone

– Please monitor the garbage. We can’t leave unsorted garbage at the church.

-Garbage cans will be in the vicinity of the kitchen.

-There will be at least one can with a green bag in it. **PLEASE PUT ALL WASTE FOOD INTO THIS BAG.**

-There will be at least two cans with clear bags, which will take everything else.

-I will take garbage home with me after the Concert.

AT END OF CONCERT

-Juice pitchers and any other utensil you used from church kitchen must be washed and put away where you found it. (Refer to Janet)

– Remove all plates/bowls from refreshment table, and drinks/glasses from drink table.

– Wipe down plastic tablecloths, fold and return to cupboards in kitchen.

– Leave plates/bowls on kitchen counter for pickup by choir members after concert.

- Tables taken down and stacked along back wall

- Chairs stacked along outside wall – no more than 8 chairs in a stack

- Before leaving auditorium after concert, check kitchen to ensure everything is neat and tidy and the way we found it.

SETTING UP AND TAKING DOWN THE SANCTUARY:

This past year, Trinity U.C. bought brand new risers which are on the dais. These are moveable. They are a good size, and our choir chairs actually sit on them. It is not yet decided just how our choir will want them placed, however, it should eliminate having to bring up the old risers and return them to the basement storage area.

I have not yet been able to confirm if the custodian at Trinity is able to move all the Trinity Choir Chairs for us. If he is unavailable, we will have to stack them at the back of the dais or remove them to the storage room. The pulpit and communion table will be moved to the back right-side area. I will remove all church artifacts from the area on Friday. Volunteers need to be physically able to “move the furniture”.

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**4 SETTING-UP VOLUNTEERS:**

-Arrive at church by 5:30 p.m.

-Choir chairs may or may not need to be removed from dais.

-Risers will need to be placed where our Director wants them.

**6 TAKING-DOWN VOLUNTEERS:** (immediately following group picture)

-Return risers to their pre-concert location.

-Move pulpit and communion table back to proper place on dais.

-Move Trinity Choir Chairs (25) back onto dais

–Replace hymn books in chairs

-Return all church artifacts back to stage (Barbara)

-Check each pew and remove any garbage (programs, etc)

-Ensure all windows are closed and locked; replace cover on piano; sound system is turned off; lights turned off; signs on narthex doors are removed, cloakroom areas are neat and tidy – nothing left behind

**3 VOLUNTEERS TO SELL 50/50 TICKETS IN THE AUDITORIUM DURING INTERMISSION**

-You need to be a “sales” person, able to handle cash and make change.

**VOLUNTEER JOBS FOR NON-CHOIR SUPPORTERS:**

**2 PROGRAM GREETERS:** (Possibly choir members’ child/ren – at least 10 years old)

-Handing out programs, with a smile, at the door to sanctuary.

-Possibly take pre-sold tickets from guests if ticket seller table is busy

**2 ADULT TICKET TAKERS:**

- Accept “pre-sold” tickets at the door ($10)

-Sell tickets at the door ($15)

-Count money, and ensure it is given to Treasurer

-You need to be comfortable handling money and making change

**1 VOLUNTEER TO COUNT PROCEEDS OF 50/50 DRAW**

-Collect cash from “Sellers”

-Count cash and determine amount for winning ticket.

I think that’s it! Thank you so much for your willingness to volunteer and support our upcoming Concert. Our Concerts run soooooooo smoothly because of all of you. I encourage our new choir members to volunteer for any of the jobs available. There are lots of us with experience to show you what to do. We are going to be GREAT!!! I am certainly looking forward to it.

Barbara Moldenhauer, December 16, 2015