

# Instructions for Art Fair Volunteers

We will try to check in with every shift (either at the beginning or end of your shift), and feel free to call Chuck or Jason if anything comes up. Beyond that, here are the answers to some common questions.

## **Please Don't be Shy! Say "Hi"**

Your enthusiasm brings people to our booth! Stand up if possible so you are eye to eye with people passing the booth. Talk with people passing by.

## **Encourage people to sign in**

If people like our work, we want to stay in touch with them. Encourage people to sign in to receive our weekly email updates and to get more involved. A sale is a one-time event, if we can communicate with them, then we can build an ongoing relationship.

## **Free Buttons!**

Folks who sign up for the Food Stamp Challenge can get a free Food Stamp Challenge Button (not one of the other buttons that we're selling). Put their sign-up sheets in the cash box or donation bucket.

## **Keep the booth staffed**

Art Fair requires that we keep the booth staffed at all times during Art Fair hours.

## **Checks**

Make checks payable to ICPJ. If someone writes a check for over \$25.00 ask for a driver's license. Write the number on the front of the check.

## **Fill in the Sales Tally Sheet**

Sign in for the time you are there. Keep a tally of the # of items you sold and their sizes.

## **Bathrooms**

Seva will usually allow volunteers to use their bathrooms. The public library is another option. There are also porta-potties on East Washington.

## **Jot down messages**

Behind the tally sheet is paper for messages, please jot down non-urgent messages for future volunteers, notes about what we are running out of, needs (change...) etc.

## **Contact Numbers**

Chuck's Cell phone: 734-972-8304

Jason's Cell Phone: (734) 353-9457

ICPJ office at 734-663-1870. There is a pay phone from a pay phone in the lobby of Seva.

## **In Case of Rain**

- Use the role of plastic to cover everything on the counter.
- Make sure stock items and personal items are not directly on the ground;

## **Have Fun!**

Art Fair is a wonderful chance to talk with people about building a more just and peaceful world. Enjoy it.

**THANK YOU!**