

EBL Christmas Program Volunteer List with Descriptions

CANDYGRAMS

- **Candygram Coordinator(s)** will oversee volunteers and make sure all aspects of candy grams are managed including:
 - Collect candygram donations.
 - Oversee volunteers and volunteer needs for candygram collections, sales, fulfillment, and distribution.
 - Manage cash box, candygram forms, pens, etc. for candygram sales at EBL and the evening of the Christmas programs.
 - Available to answer questions.
- **Brown Bag names** (2 volunteers): These volunteers will be provided with brown bags and class lists and print the names of each student on a brown bag. This will happen the week before sales start. (Approximately 1 hour each volunteer)
- **Envelope Names** (2 volunteers): These volunteers will be provided with envelopes and class lists and print the names of each student on an envelope. This will happen the week before sales start. (Approximately 1 hour each volunteer)
- **Candygram Order Fulfillment** - weeks 1-5 (1 volunteer each week): These volunteers fill candygram orders at the end of the week. This person will first check the candygram mailbox in the office for any orders. Funds received will go to Miss Allen's room. Blank candygrams and envelopes will be kept at EBL (location TBD). Fill any orders into envelopes and place in appropriate class mailbox. (Approximately 1 hour each week)
- **Candygram Sorting** - end of weeks 2-5 (1 volunteer each week): Check office candygram mailbox for returned candygrams. Sort candygrams into appropriate brown bags (location TBD). (Approximately 1 hour each week)
- **Candygram Sales** - the chapel before Thanksgiving (2 volunteers): Sell candygrams in the school lobby from 8:00 until chapel starts. The table will be preset in the lobby. Cash box, candygram sheets, and pens will be available from Mary Williams. (Approximately 45 minutes)

- **Candygram Sales** - the week of the musical Tuesday/Thursday (4 volunteers, 2 each day): Sell candygrams in the school lobby from 8:00 until classes start. The table will be preset in the lobby. Cashbox, candygram sheets, and pens will be available from Mary Williams. (Approximately 45 minutes)
- **Week After Musical Sorters** (6 volunteers, 2 per day Monday, Tuesday, Wednesday): Sorters to sort the remaining candygrams into classroom bags. On Wednesday these people will also deliver the candygram bags to classrooms. (Approximately 1 hour)
- **Week After Musical Candy Fillers** (2 volunteers): The Tuesday after the musical these helpers will fill the bags with equal amounts of candy. (Approximately 1 hour)

CLEAN UP CREW

- 1 volunteer to pull tape from the floor that is hiding wires (Approximately 30 minutes)
- 1 volunteer to help clean up costumes (Approximately 30 minutes)
- 2 volunteers to clean up programs, etc. from pews (Approximately 30 minutes)
- 2 volunteers to vacuum the chapel (Approximately 30 minutes)
- 2 strong volunteers to help Jim pack up his van (Checklist at musical of items needed) (Approximately 45 minutes)
- 1 volunteer to help with any additional clean up jobs (Approximately 30 minutes)

COSTUME/PROP HELPERS

- Costume/Prop helpers assist the lead costume person backstage (2) These volunteers need to be at the dress rehearsal (12/2) from 11:45-1:00, at practice the day of the show (12/3) from 11:45- 1:00, and at the performance from 6:30-7:15. Volunteers also need to be at costume fittings for about an hour each day November 8-12.