

Hurricane Katrina Relief Effort - Campus Carnival

Booth Leader Information Packet

Hello,

Thank you for your interest in supporting the CSUCI Hurricane Katrina Campus Carnival by hosting a booth. We have prepared this packet as a tool to assist you in the design and planning of your booth. It will help you with the following:

- Understanding the benefits of your involvement in the Carnival
- Selecting a game for your booth
- Planning and managing your booth

1. **The deadline to add your group to the sign-up roster and select the game for your booth is Wednesday, September 28th, 2005.** To add your group to the roster, please visit Toni Rice's office or the Student Government Office BT East 1762. Although the **deadline for signing up for a booth is September 28rd** you will want to sign up as soon as possible because once a group has signed up for a game – it cannot be used by another group – so, along with your sign-up, list the name of the game your booth will be offering.

To help in this process, we have attached an extensive list of game ideas to the roster (in the Student Government Office). As you will see, most of the games included are relatively easy to construct and can be made using simple materials. We suggest that you also talk to the people you know who may already have games and equipment for use at the Campus Carnival.

2. To clarify arrangements for your individual booth:
 - On carnival day all booths will be set up in the North quad
 - You will receive by email a schematic (a diagrammatic plan) of all booths that will be setup for the carnival and where your booth will be located
 - Each booth will be **assigned a booth number and a specific amount of space**
 - You must let the Relief Committee know in advance, **how much space you will need for your booth**
 - You must make all of your own setup arrangements for your booth, ie. canopies, decorations etc. If you need tables or any other special arrangements within the space that is being reserved for your group, please email Student Government at www.sgasi.csuci.edu . Please make your booth fun and creative in order to attract lots of participants. Please also let the Relief Committee know of any electrical requests etc.
 - Remember, a little imagination can turn even the simplest booth into a highly economical and festive one.
3. To outline suggested setup arrangements:
 - The Carnival event is on **Saturday, October 8th from 11:00 am – 4pm**
 - **Set up time is 8:30am**
 - Your **booth must be completely setup by 9:30am** as the **gate will open at 11:00am sharp**

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- Ensure that you have an adequate number of volunteers scheduled to work your booth, take into consideration breaks, the number of people that may be at your booth at one time, and the length of time your volunteers will be working, ie.

Times	Name	Duty
8:30 am – 9:30am	Susan Jones	(set-up duty)
8:30 am – 9:30am	Sam Jones	(set-up duty)
9:30 am – noon	Mary Smith	(booth volunteer)
9:30 am – noon	Stan Graves	(booth volunteer)
noon – 2:00pm	Tom Andrews	(booth volunteer)
noon – 2:00pm	Sara Andrews	(booth volunteer)
2:00 pm – 3:00pm	Susan Jones	(booth volunteer)
2:00 pm – 3:00pm	Sam Jones	(booth volunteer)
3:00 pm – 5:00pm	Steve Allen	(clean-up duty)
3:00 pm – 5:00pm	Steve Allen	(clean-up duty)

UNDERSTANDING THE BENEFITS OF YOUR INVOLVEMENT In the CSUCI Campus Carnival

We plan to promote the event throughout the community and therefore, we anticipate profits which **will benefit the Victims of Hurricane Katrina** by way of the American Red Cross.

We will be offering up to 30 booths at the Carnival, most of which will be game booths set up and managed by CSUCI Clubs and Organizations, Faculty, Staff and other groups. We also expect several community businesses and organizations to join in the fun and host booths at the Carnival, the success of the Campus Carnival will greatly depend on the success of your booths.

Funds will be earned through ticket sales, which will be conducted as follows:

We will be selling tickets at a cost of 50 cents per ticket. Students from CSUCI as well as several local elementary schools, high schools and colleges will be attending. Also CSUCI faculty, members, staff and members of the local community will be invited to attend the Campus Carnival. They will need two tickets each to enter the Carnival (with the exception of volunteers) and then, depending on the games they choose to play, they will need one, two or three tickets per game etc.

Booth Leaders will set the ticket requirements for the games in your booths. Food booth sales will also use a ticket system.

Advance ticket sales: To avoid long ticket lines on the day of the Carnival, we will be offering advance ticket sales between September 26th and October 7th at various

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locations on the CSUCI campus. During these dates, receive **2 FREE TICKETS** for every ten tickets you purchase. This will give advance ticket buyers a two-ticket bonus.

Tickets sold after October 7th will be available for 50 cents each.

On the Day of the Carnival: A centralized ticket booth will be open from 10:30am to 4:00pm on the day of the Carnival.

Ticket Containers: The Carnival Committee Treasurer will provide each booth with a sealed ticket container with a narrow slit cut in the top of the container. During the Carnival, as games are played, you will receive tickets and place them in the ticket container. You must pay special attention to control of your booth's tickets. Tickets must be collected before a player begins the game.

You must keep the ticket containers sealed. **TICKET CONTAINERS WILL NOT BE OPENED UNTIL THE CARNIVAL IS CLOSED AND WILL BE OPENED BY THE CARNIVAL TREASURER.**

The CSUCI Relief Team will bare all costs associated with the purchasing of tickets, marketing and promoting the Carnival event, administration and prizes.

PRIZES

Game winners will receive prize tickets from your booth as they play the games. Prize tickets will be a different color from the tickets used to play games and enter the Carnival.

Players will want to accumulate prize tickets, as they will be able to use them to redeem prizes through a Central Prize Redemption Booth. The Prize Redemption Booth will be highly visible and will contain prizes of varying size and value. As an example, one prize may be worth 5 prize tickets whereas another may be worth 25 prize tickets etc.

The more prize tickets players accumulate - the larger the redeemable prize.

PLANNING AND MANAGING YOUR BOOTH

We have attached a Booth Leader Information Sheet for use in planning for and managing your booth. You will need to recruit and assign volunteer workers and a clean-up crew for your booth.

Before the Carnival, meet with your booth volunteers and review the following:

- Work schedule, the Carnival date and times

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- The rules of the game being played and how it is played
- The ticket requirements for play

During the Carnival, we will need your help with supervising all aspects of your booth.

The cost and provision of all supplies for your booth will be your group's responsibility with the exception of special accommodation for electrical wiring etc. Feel free to contact the Relief Committee if you need special assistance.

Volunteers must have a volunteers badge in order to enter the Carnival without a ticket. These will be provided to Booth Leaders a week before the Carnival. In order to provide you with volunteer badges, we will need a completed copy of the Booth Leader Information Sheet turned in to the Relief Committee.

GENERAL CARNIVAL INFORMATION

Carnival Hours: The Carnival will begin at 11:00am and end at 3:00pm

Entertainment: This will be arranged and scheduled to occur throughout the day. For example, a local high school band may perform on the day of the Carnival etc. Upon arrival, Carnival attendants will be given an Entertainment Schedule. In general, events will occur at the top of each hour until the end of the day, ie. 11:00am, 12:00pm, 1:00pm, etc.

Publicity: We plan to produce Carnival announcement posters, which will be on display throughout the community. We also plan to promote this event through local radio stations, newspapers etc.

We hope the above information is useful in preparing for the Campus Carnival. Please feel free to call 805 437-2734, should you wish to discuss your booth plans.

Sincerely,

Hurricane Katrina Relief Team

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