



Fall Festival Information – Room Parents

As room parent, you are responsible for your class's Fall Festival Booth. You will need to:

- ✓ We have given each parent from your class a volunteer form for the Fall Festival. We have asked that they return it to you by October 2nd. You will want to review all of them and then fill in your form for your class booth. We may move some of your volunteers to the ticket or info booth if needed.
- ✓ Fill all shifts with parents/volunteers to run your booth the day of the Fall Festival. This includes, set up, shifts 1-3, and clean up. (A form has been provided for you and you can download it from our link on the Richmond Street website.)
- ✓ You will turn in the form to the Volunteer Coordinator no later than October 9th who will put it into a master form. Your cell number will also need to be provided so that she can get a hold of you if there are any issues regarding your booth.
- ✓ All volunteers will check in at the info booth 15 minutes before their shift starts on Fall Festival day.

Thank you so much for being a room parent, as it is an important job. Your time and energy spent on this will help the Fall Festival run smoothly.

****Included Forms****

- **Fall Festival Booth assignments (your booth is highlighted)**
- **Volunteer Form (can be downloaded from RSS website)**
 - **Fall Festival Layout (your booth is highlighted)**
 - **Game Booth Instructions**