

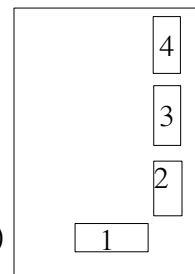
Setup Tables, Signs and Rooms

▶▶▶ Carefully Read and Follow These Instructions ◀◀◀

Setup Tables & Chairs:

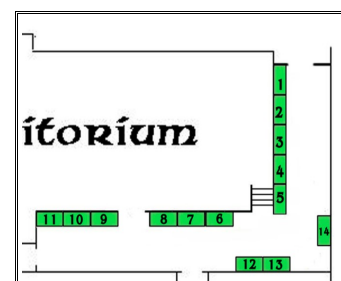
Entrance Area:

Check the Vendor Area list first to see if the CD/DVD/Books and EICF Items Sales tables are going to be in the vendor area. If so set up just table 1 and 2. If not, set up tables 1, 2, 3 and 4: 1) Participant Check-in Table with 2 chairs, 2) Wristband Sales Table with 2 chairs, 3) Book Sale Table with 1 chair, 4) Eugene Irish Cultural Festival Sale Items with 1 chair. Each table has a box with instructions on how to set up each table. Set these tables up as described in the instructions.



Vendor Area:

Read the list on which vendor sites will be used, which need a table and chairs. Put tables and chairs up as described. Make a 2 ft. gap between each table. At each used vendor site, leave the envelope with the vendor name and site number on it. For the Raffle Ticket (and possibly CD/DVD/Book and EICF Items for Sale), follow the instructions in the box on how to set up these tables.



Setup Signs:

- **Irish Fest Signs:** Take the four signs with metal frames outside. Put one at the main entrance of the Sheldon parking lot (the one with two stop signs on Willakenzie) – **make sure the arrows point in the correct direction to the festival.** Go to the intersection of Willakenzie and Coburg Road and put up two signs that are visible those driving. Go to the intersection of Willakenzie and Cal Young, in the island between the Willakenzie lanes, put the sign in a location that can be seen by those driving.
- **Room Arrow Signs:** Each room has arrow signs to tape to walls (blue tape) so people can find the rooms. On a wall that is visible by festival attendees, tape a vertical series of arrow signs that show people which direction to go to get each room. Prop the double doors open that are across from the auditorium and prop the door open at the west end of the vendor area where the hall leads to the Art Rooms and Little Theatre. Also hang the arrow signs visibly near or on these doors so people can find the rooms that are down these hallways.
- **Exit Only Signs:** On the outside of the first set of glass doors on the west side of the atrium, tape one **Exit Only** sign to each door (blue tape). On the outside of the glass doors to the Cafeteria, tape an **Exit Only** sign on both of the left and right doors.
- **Show Your Wristband Signs:** To the right and left of the entry doors to the festival (the ones south of the ticket table), tape the **Show Your Wristband** signs with blue tape.
- **Hurling Match Signs:** On the outside wall of Sheldon High School to the left of the atrium, tape a **Hurling Match** sign with an arrow pointing to the left on the right side of the wall with blue tape. As you walk to the turf field, put the other signs up to show people how to get to

the turf field. At the entry gate, hang the **Turf Field Rules** sign.

Setup Up Rooms:

- **The Green Room:** Put the **The Green Room** sign on the wall outside The Green Room. Put a table up in The Green Room and arrange the paper plate, cups, utensils, napkins and food on the table. For the items that need to be refrigerated, keep them in the coolers with the cooler lids open so people can see what is available.
- **The Instrument Check-in Room:** Put the **The Instrument Checkin Room** sign on the wall outside The Instrument Checkin Room. Follow the instructions in the bag/box on how to set up this room.
- **The Auditorium:** Put the **Auditorium** sign and schedule on the wall or door outside the Auditorium. Follow the instructions in the bag/box on how to set up this room.

When You are Done: When finished volunteering, return your volunteer tag to the Checkin table.

Thanks for Volunteering!