

Bishop's Peak Elementary School

Carnival Chair

Job Description/Procedures

Carnival Chair

This position may be filled by one or more people. It can be broken down into 3 parts, logistics, room reps and games, and point of sale booths.

Carnival Chair/s are responsible for:

1. Filling and overseeing all Carnival chair positions, including but not limited to; PR, volunteers, prizes, wristbands, and money counting. Please see carnival binder for a detailed list of chair positions.
2. Coordinating with room representatives for each game to ensure they have parents in the roles needed and that each game is ready for carnival.
3. All other logistics relating to carnival, including but not limited to; sound, lighting with light towers, security, ice, trash disposal, table and linen rental, and dunk tank.

Carnival Volunteer Chair

Responsible for:

- Classroom Booths/Games—make sure Room Reps from each classroom understand what is required of their classroom booth/game, volunteer slots are filled, signs are made
- Point-of-Sale Booths—include Bake Shop, Batting Cages, BBQ, Cotton Candy, Dunk Tank, Glow Novelty, Petting Zoo, Pizza, Popcorn, Prizes, Root Beer Floats, Sodas, Wristbands

Carnival Advertising Chair

Responsible for:

Publicity

- Bi-monthly BP Newsletter articles
- Signs for booths/activities, events

Carnival Vendor Chair

Responsible for scheduling, coordinating, and paying:

- Security Company
- Sanitation Company
- Glacier Ice
- (Assist with Set Up/Take Down)