

Altar Rosary JOY: Bake Sale and Crafts Master Assignment Schedule

Saturday Set-up

Saturday 1:00-3:00 PM	Door Helpers with Carts	Check in Helpers	Runners	Individual Plate Assemblers	Circle Leader in Charge
	1	1	1	1	1
	2	2	2	2	
					Executive Board Member
					1

SATURDAY PRE BAKE SALE INSTRUCTIONS:

Door Helpers with Carts: Unload baked goods from cars; work together with check in helpers.

Check-in Helpers: Receive baked goods, make sure labeled and contributor's name checked off on sign-in sheets.

Runners: Take the baked goods & craft items from the check-in table to Martha Mary Room / and selling table for purchase.

Individual Plate Assemblers: Make 50 small plates of TWO cookies/place in quart size bag for sales + ~ 25 Homebound plates

5:00 PM Mass (no sales before mass)

Saturday 5:45-6:30 PM	Narthex Greeters	Cashiers	Cashier Helpers	Table Overseer/Floater	Circle Leader in Charge
(or after communion)	1	1	1	1	1
	2	2	2	2	
					Executive Board Member
					1

BAKE SALE INSTRUCTIONS:

Narthex Greeters: Invite people into the Bake & Craft Sale. One stands in Narthex, the other at north door by elevators.

Cashiers: Take the monies and make change.

Cashier Helpers: Add up baked goods, place amount on sticky note for cashier; bag items if necessary. **RETAIN** craft price tag.

Table Overseer/ Floater: Replenish the tables/ Assist as directed.

Executive Board Member & Circle Leader In Charge: Answer questions, help where necessary, assign floater.

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7:00 AM Mass (No sales before mass)

Sunday 7:45-8:30 AM (or after communion)	Narthex Greeters	Cashiers	Cashier Helpers	Table Overseer/Floater	Circle Leader in Charge
1	1	1	1	1	1
2	2	2	2		
					Executive Board Member
					1

9:00 AM Mass (No sales before mass)

Sunday 9:45-10:30 AM (or after communion)	Narthex Greeters	Cashiers	Cashier Helpers	Table Overseer/Floater	Circle Leader in Charge
1	1	1	1	1	1
2	2	2	2		
					Executive Board Member
					1

11:00 AM Mass (No sales before mass)

Sunday 11:45-1:00 PM (or after communion)	Narthex Greeters	Cashiers *	Cashier Helpers *	Floater *	Circle Leader in Charge
1	1	1	1	1	1
2	2	2	2		
					Executive Board Member
* Volunteers help with closing duties after bake sale closes					1

BAKE SALE INSTRUCTIONS:

Narthex Greeters: Invite people into the Bake & Craft Sale. One greeter in the Narthex, the other at the north door by elevators.

Cashiers: Take the monies and make change.

Cashier Helpers: Add up baked goods, place amount on sticky note for cashier; bag items if necessary. **RETAIN** craft price tag.

Table Overseer/ Floater: Replenish the tables/ Assist as directed

Executive Board Member & Circle Leader In Charge: Answer questions, help where necessary, assign floater.

CLOSING DUTIES:

Fold and put away tablecloths and signage in their proper places. Wash tables and tidy up the kitchen.

Take care of spills, crumbs. Use vacuum cleaner if necessary. Take soiled linens home to launder and return in a timely manner.