

## 北維州實驗中文學校秋季聯歡 10/26/2014

### 美食大師及服務人員注意事項

- 活動時間表

2:00pm - 3:30pm	會場佈置
2:30pm - 3:30pm	美食報到
2:50pm - 3:10pm	老師預訂
3:30pm - 3:50pm	服務人員報到
4:00pm - 5:30pm	秋季聯歡
5:30pm - 5:55pm	場地清理

- 各位大廚請在報到後，將美食留在學校餐廳。您的點數會由總務幫您登記。如您無法於規定時間內報到，請務必提早告知。如您需要臨時改變美食，請盡快與募款組人員聯絡。
- 各位大廚們，請準備服務美食時所需的餐具及電線延長線(有須要的話)。學校會準備餐具，餐巾紙，杯子及紙碗盤供大家使用。
- 服務人員，請小心注意攤位的擺設並維持攤位的整潔(請勿使用瓦斯爐)。
- 為了讓大家都有機會享用到美食，請於四點後方可開始進行美食交易。請勿現金交易。
- 請於活動結束後，將收到並數好的票繳交給票務人員。

### 會場佈置幫手注意事項

- 請於二點在學校餐廳門口報到。

### 場地清理幫手注意事項

- 請於五點和票務人員報到。

**有了大家的熱情參與, 我們一定可以一起享受一個好吃又好玩的秋季聯歡**

如果您有任何的疑問, 請找募款組 Penny Lin 或 Amanda Cheng

或 email: [fundraising@nvaecs.org](mailto:fundraising@nvaecs.org)。謝謝!

# **ECS FALL FESTIVAL 10/26/2014**

## **NOTES TO VOLUNTEERS**

- Program Schedule

2:00pm - 3:30pm	Cafeteria Setup
2:30pm - 3:30pm	Food Items Check-In
2:50pm - 3:10pm	Teacher Pre-Order
3:30pm - 3:50pm	Service Personnel Check-In
4:00pm - 5:30pm	Fall Festival
5:30pm - 5:55pm	Clean Up

- Food Items Providers:

- Check-in at the table next to the entrance. After check-in, please leave the food item in the designated area. You will receive points for your dish the following Sunday. If you cannot check in your food item during the time frame, please notify Fundraising as early as possible. If you need to make a last-minute change, please also notify Fundraising as soon as possible so we can advise you a good alternative.
- Please prepare serving utensils and power extension cord (if needed). ECS will provide utensils, napkins, cups and bowls for general usage.

- Service Personnels:

- Check-in at the table next to the entrance.
- If you are serving food, provided by yourself, make sure you are checked in as a server to receive proper service point.
- Please set up your selling station carefully (use of gas burner is prohibited for safety purpose), and keep the selling station clean before, during and after the event.
- Please do not sell food before 4pm (except teachers). No cash transaction.
- Please count and write on the box numbers of tickets collected and turn in the box with all tickets to the Cashier.

- Cafeteria Setup Helpers:

- Check-in at the Cafeteria Entrance at 2pm.

- Cafeteria Cleanup Helpers:

- Check-in with the Cashier at 5pm.

**Thank You for Your Supports.**  
**We Hope You Will Have a Fun and Delicious Fall Festival.**

If you have any questions, please contact Penny Lin or Amanda Cheng at Fundraising or email: [fundraising@nvaecs.org](mailto:fundraising@nvaecs.org). Thank you.