

Enchanted Cookie Forest

1. **Coordinator:** _____

Holds the overall vision and makes sure that there are enough people to staff each part of the Forest. Finds and coordinates all volunteers (all the slots below). Fills in when short of volunteers. Recruits parents/volunteers from outside of the class if/when needed. Time commitment: BIG. Estimated 20 hours + over the months of October to December.

2. **Greensmaster:** _____

Organizes the gathering of greens. Contacts all of our greenery contacts and establishes new ones. Wanders around Craigslist to find greens. THINK FREE GREENS! Organizes “those who retrieve the greens”. Time commitment: Small. Perhaps 10 hours over the month of November and Early December.

2-1. **Those Who Retrieve The Greens.** These brave souls go where the Greensmaster tells them to get greens and puts them where the office arranges for greens to go. Time commitment: Very Small. Pick up greens and deliver them. Usually the week before and leading up to Sugar Plum Faire.

2-1a. _____

2-1b. _____

2-1c. _____

3. **Construction Genius:** _____

This person should be good with “making things work” and getting people to see the vision of the Enchanted Cookie Forest. Good at following a plan, but able to use creative thinking when needed. Comfortable with telling people what to do. Time commitment: Estimated 4-6 hours the two days before Sugar Plum Faire.

3-1. **Construction Masters:** These people are the ones who do the heavy lifting, get the splinters, and make sure things stay where they are supposed to stay! Time commitment: Estimated 2 + hours per shift. Sign up for one or more!

Thursday:

3-5 pm:

1. _____

2. _____

3. _____

4. _____

4-6 pm:

1. _____
2. _____
3. _____
4. _____

Friday:

9-11 am (if anyone is interested or if we are VERY behind)

1. _____
2. _____
3. _____
4. _____

11-1 pm (if needed)

1. _____
2. _____
3. _____
4. _____

1-3 pm (you should be done WELL before this time, but things happen)

1. _____
2. _____
3. _____
4. _____

4. Forest Best-Friend: _____

This person makes the magic happen. In charge of organizing the treasures, inventory/photography of the treasures. Needs to find those who can help create the scenes ahead of time as well as set them up in the Enchanted Cookie Forest the day before. Estimated Time Commitment: 10 hours between October and Sugar Plum Faire.

4-1 Forest Friends: Set up the scenes in the Sky Room with the treasures provided. Then move them over to the Enchanted Cookie Forest. Estimated time commitment: 4-6 hours on the Thursday/Friday before Sugar Plum Faire.

Thursday (setting up the scenes):

330-5 pm

1. _____
2. _____

3. _____
4. _____

Friday (installation of the scenes AND lighting):

1-4 pm

1. _____
2. _____
3. _____
4. _____

4-2 Forest Admirers: These jobs are small, but important! Ideal for those who only have a few hours to give or those that have to do things in the evenings. Time commitment: Roughly 1 hour each task.

4-2a. Proficient Pressers: Like to iron? Have a child that likes to iron? This is the job for you! Each Presser will iron 15-20 silks. May be done the week or two before Sugar Plum Faire.

1. _____
2. _____

4-2b. Music Master: Create a playlist of music or “forest sounds” – think Spotify playlist.

1. _____

5. Plum Gatherers and Cookie Passers: These people allow entrance into the cookie forest by checking off plums and making sure everyone gets a cookie. They are the ones who get to see the shy smiles of children as they experience the cookie forest for the first time and the gentle laughter of parents guiding their children through the wonders and delights that they discover. Time commitment: day of Sugar Plum Faire only - roughly 1 hour, but if you want to sign up for more shifts, feel free to do so!

10:00 – 11:00 (Hangs cookies from 10-1030)

1. _____
2. _____

11-12:00

1. _____
2. _____

12-1 pm

1. _____
2. _____

1-2 pm

1. _____
2. _____

2-3 pm

1. _____
2. _____

4-3 Forest Acquaintances: The clean-up crew! This is a job that means maybe you didn't get to see the forest, but you don't mind tearing it down! Must love: deconstruction, sap and vacuuming.

4-3a. Gentle Hands: These people need to make sure that the treasures of the Enchanted Cookie Forest are taken down, put in boxes, and put in a safe place. Time commitment: 30-40 minutes.

1. _____
2. _____
3. _____
4. _____

4-3b. Strong Backs: These people need to quickly and carefully take everything down, giving away what greens and trees they can (making sure to save any trees that families donated for use during the event). Need to make sure that the trestles get back to where they belong AND return the pipe and drape to Skinner hall (re-assembled). Time commitment: one to one and a half hours. Feel free to grab students who are just hanging around.

1. _____
2. _____
3. _____
4. _____
5. _____