

**Planned Number of Participants: 350**

**Classroom Coordinator:**

**Holiday Fair Contacts:** Kimberly Martin – 720-231-7071

Matt Woodhull – 630-272-2926

**Some children may like to make a house, others might like to make a little nature scene, and others may like to do something completely different. The goal is simply for the children to use the natural materials provided to create something fun and magical.**

**Materials:**

- 350 x 7” round wood slabs
- Bags of dried moss and bark chips
- Colored pebbles, glass, jewels, marbles, river rocks, decorative stone, seashells.
- Collected natural materials
  - Pine cones, twigs, seed pods, berries, fall leaves, dried flowers, tree bark, etc.
- Baskets/paper bowls for organizing materials
- 1500 glue sticks
- 4 power strips with extension cords
- A minimum of 30 small glue guns
- 2 large glue guns
- Paper to cover the tables
- Duct tape/wide masking tape
- Tarps to cover the floor
- Aloe vera gel (for hot glue gun burns)
- Sharpies
- Broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray
- Laminated and bound activity instructions sheet:
  - Volunteer schedule for your activity
  - Set-up and clean-up instructions

**PRE-FAIR PREPARATIONS**

1. Class coordinator will assist in communications, room layout and recruiting class parents. This includes set-up, supplies organization and clean up. Ideally, Class Coordinator will manage set up..
  - a. Make sure there are at least 350 wood bases.
  - b. Put different materials in separate containers.

**ROOM SET-UP**

Elf Land will be held in the High School Chemistry room. This room will be ready to set-up by 3pm with the goal to finish by 5:45pm on Friday, November 30<sup>th</sup> so the only thing to do Saturday morning is to plug in the glue guns. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

1. Push desks to the edge of the room and stack chairs out of the way.
2. Cover the floor with tarps and secure the edges with masking tape.
3. Set tables and chairs up on the tarps creating work stations for at least 30 children-using the counters too.
4. Bring in 3 folding tables as needed to display for decorating supplies.
5. Cover all tables and work stations in heavy paper and secure with masking tape.
6. Place the card table near the entrance to be used as a check-in station.
7. Arrange organic materials/decorating supplies on folding tables.
8. Place bowls or baskets at work stations filled with stones, marbles, shells, etc.
9. Place a small glue gun at each spot, then set up power strips and extension cords so that each glue gun may be plugged in on Saturday morning. For any cords along the floor, please secure with wide masking tape.
10. Place baskets of glue sticks at work stations.
11. Stack the wood bases under the check-in station table along with sharpies and the laminated instruction booklet.
12. Once the room is completely set-up, please find the Kimberly for the sign to hang on the door, indicating that the room is set-up.

## **INSTRUCTIONS FOR ACTIVITIES**

1. Take a wood base.
2. Check that the glue gun has a glue stick in it.
3. Use your imagination and create a home or dwelling for elves.
4. IDEAS:
  - a. Use twigs to make a frame for a house.
  - b. Use moss or leaves to cover the frame.
  - c. Make a path with stones.
  - d. Make a river with colored glass.
  - e. Use twigs to make a teepee.

## **INSTRUCTIONS FOR ROOM VOLUNTEERS**

- **PLEASE ARRIVE ON-TIME FOR YOUR SHIFT!**
- Greeter – one volunteer needs to stand at the entrance to check each child in.
- Check the child's activity bracelet.
  - BLUE bracelets are unlimited activity passes and the child can be let in with no further action.

- SILVER bracelets are 3-activity passes. Place a single sharpie line mark on the child's silver activity bracelet. Silver bracelets can only have up to 3 sharpie marks. If the child is out of passes for activities, they may be directed to the front desk in the main lobby to purchase more children's activity bracelets.
- Keep track of each child with a tally mark on a sheet of paper.
- Hand each child a wood base.
  - Either you or the parent should write their name on the bottom of the base with a sharpie.
- Direct the child to the supply area and assist them in selecting items with which to make their elf house.
  - They can return to get other items as their imagination grows.
- Explain to the child and assist them in how to use the glue gun to stick items to the wood base.
- Replace trash bags when full.
- Replenish supplies when needed.
- When a child is finished, direct them to an area where they can let their elf home dry.
- In an unfortunate case, apply aloe vera to hot glue gun burns.
- Notice how many people are in the room and the number of children participating in the activity so we can decide on the best occupancy number for the room.
  - If the room seems really full, implement the process of 1 child out, 1 child in.
- Write down any thoughts or suggestions on improving this activity for the following year.

## **CLEAN-UP PROCEDURES**

Children's Activities close at 2:45pm, though there will certainly be some finishing their projects after that time, the clean-up process can begin then. All Children's Activities rooms must be cleaned and back to their original configuration by 5pm on Saturday, December 1<sup>st</sup>.

- Remove all paper and tape from the tables and floors and place them in the trash.
- Wipe down all tables and return them to the room they came from.
- Sweep/vacuum.
- Collect all natural materials that we are able to store for the next year.
  - Rocks, stones, marbles, seed pods, etc.
  - Please be as organized as possible to make it easier for the following year.
- Pack up all the glue guns, plugs and extension cords.
- Stack all baskets together.
- Pick-up trash. Dispose of all trash bags in the dumpster outside the school.
  - Large trash bags are available in the front office.
- Return the classroom to the original set-up.
  - A photo of the original set-up will be provided.