



7TH ANNUAL EVENT DECEMBER 14, 2024

12:00PM – 4:00PM

Calvary Baptist Church
466 Chenango St.,
Binghamton, NY 13901

VOLUNTEER NEEDS

Donation boxes: need people to ask place donation boxes with businesses, churches, American Legion Halls, Elks Clubs, etc. You would be the contact person for that location & responsible for collecting the donations (or reaching out to Heather for help). Take a picture of the donation spot(s) and send to Heather (sutliffh@gmail.com) so we can spread the word where our donation boxes are.

Photographers needed: One to take pictures of the event and one to take family/kid pictures with SANTA.

SET UP helpers: The Thursday evening before the event, will need to move everything to the church, possible start setting up. Will probably rent a U-Haul but will also need other vehicles because have items at different holding places. Friday, the day before the event, all day set up until done. (Really need someone who can put the clothes racks together)

Event workers: Arrive Saturday morning at the event site by 10:30 am. Last minute details. Group meeting to go over all details, get assignments, quick bit to eat.

Tear Down of event: show up at church by 3:45 pm, event ends at 4 pm, we start tearing down around 3:30 or as areas get cleared out.

On the day of the event, all event workers will need to sign in with name, phone number, and sign out once you leave. This is in case of any emergencies, we will have it on file. If you are a student or with another organization/club and need a certificate to show that you worked the event and what you did and duration, this is very important to make sure you fill out so I can get you your certificate. (An email address will be needed)