

Veneta Harvest Festival
Fern Ridge Library/Friends of the Library Booth
Usually 2nd Sat. in Sept. from 10 am-3 pm

Our Booth is 10 x 10. Set-up Friday evening and/or Saturday morning. Friends usually pay registration fee, Laura fills out form and is contact person.

Schedule for booth

Set-up before 10 am

10-3 staffed by library & Friends, 2 people per shift

3 pm Take-down

Laura –

Canopy (pop-up)

Tables & chairs -3 each

FRL Banner

Tools and tape for set-up

Literature – library newsletters, programs info, etc.

Friends–

Table covers

Books to sell (in 10 trays) plus extras in boxes

Cash box

Price signs, FOL booksale sign & general sign, bookends, plastic & paper bags

Friends of Library brochures (in rack)

Small flyers/coupons – book sale

Name tags (stick-on)

Pens, pad, tape, markers, etc.

Post event -

Cash box, extra books and other items to book sale room

Treasurer counts & deposits \$,

Review remaining books

Feedback for next year

Volunteers

Please wear a name tag – first name only.

There are coupons for a free book at the October book sale – give them to kids.

We accept cash or checks (payable to Friends of the Fern Ridge Library). No credit or debit cards. Don't leave the cash box unattended.

All books are 35 cents each, 3 for \$1

Do your best to respond to questions. If you don't know the answer, you can call the library (541-935-7512) or the person can call.

If you have any suggestions for improvements for next year, write them below.