

## Halloween Face Painting Coordinator

- One Coordinator to work closely with Office Administrator
- 4 parents minimum to manage booth and oversee students doing the face painting (1 parent per shift: 5-6 P.M., 6-7 P.M., 7-8 P.M., and 8-9 P.M.)

### **Dates and Times Needed:**

- Halloween Carnival is on October 25, 2008

### **Description:**

Coordinator:

- Prior to event, check and fill face painting box. Can be bought at CVS, Easley's Funshop, or any costume shop
- Meet with students during lunch the week prior to carnival to give lessons and techniques
- Communicate with parent volunteers about expectations for student face painters and procedures necessary for booth management
- Booth workers will enjoy painting the little faces of our young students

### **Staff Help:**

- Coordinate Student Sign Up
- Coordinate communications with main campus