



# 2016 Spring Fair

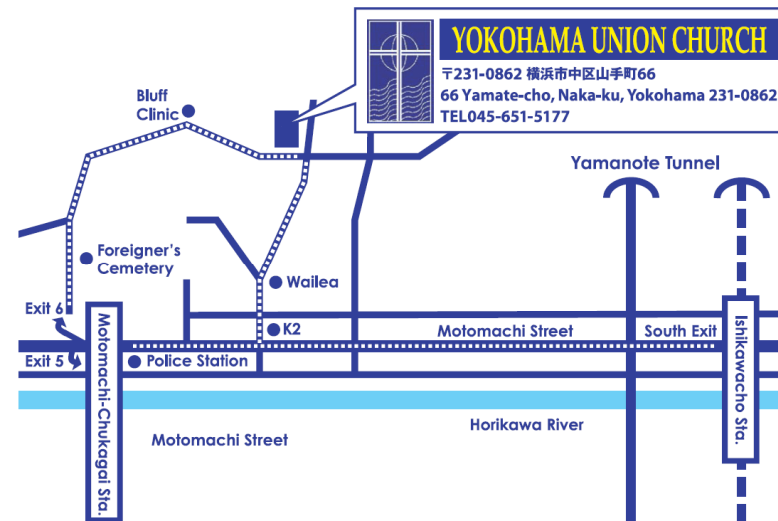
Yokohama Union Church

Supporters recruitment notice (v.1) prepared by Anna Yan on 23/1/2016



# Yokohama Union Church (YUC)

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- ▶ Facebook: Yokohama Union Church – Official



▶ For enquiries, please contact Anna Yan via email: [annayan@yokohamaunionchurch.org](mailto:annayan@yokohamaunionchurch.org)



# Schedule, Main Theme & Activities Plan

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- ▶ **Schedule: Apr 30, 2016 (Saturday) 10:00a.m. to 3:00p.m.**
- ▶ **Main theme: Carnival & Bazaar**
- ▶ **Activities:**
  - ▶ Music performance: bands, choirs or singers
  - ▶ Balloon show
  - ▶ Japanese Tea ceremony
  - ▶ Children story telling / craft time
  - ▶ Bazaars: vegetables, jewelry, used toys/DVD/Kimono, bakery selling
  - ▶ Angel photo shooting 'fund'
  - ▶ BBQ & beverage sales

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# YUC Family's good news

## Chance to show your gifts in Spring Fair

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- ▶ TO be part of YUC church family!
- ▶ TO serve the community!
- ▶ BE part of the Spring Fair supporters and sign up the activities fit for your specialties now!
- ▶ Please invite your friends and families to join supporters team!

Something for  
**EVERYONE!**



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# Leaflet and Poster design

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- ▶ **BE a designer:**
  - ▶ Responsible for designing the leaflet and poster for the promotion of the Spring Fair in order to attract more visitors
  - ▶ Leaflets and posters draft to be submitted to Pastor Linda for approval by Feb 19
    - ▶ ONE designer recruit:



No.	Name	E-mail	Phone
1			

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# Angel Photo Shooting 'Fund'

- ▶ **BE good drawers:**
  - ▶ We need to draw one adult size and one children size angel wings and rings on the wall to let people to stand in front of it to take their angel photos with their phones or camera with the JPY 100 yen donation for each family.
  - ▶ Task to be completed by Apr 29, drawing date to be discussed.
  - ▶ 2-3 drawers recruit:



No.	Name	E-mail	Phone
1			
2			
3			

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# Hospitality ministry

- ▶ **BE welcoming:**
  - ▶ Responsible for one church small table in the front gate to provide ushering of the Spring Fair to all comers.
  - ▶ Support the church small table sales, church leaflets distribution and answer the questions about church.
  - ▶ Must be bilingual regular YUC church members
  - ▶ Support on Apr 30 for 2-3 hours.
  - ▶ 2-4 ushers & greeters recruit:

Ushers & Greeters



No.	Name	E-mail	Phone
1			
2			
3			
4			

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# Bazaar: bakery table sales

## ▶ BE good bakers:

- ▶ Bake your favorite cookies, breads or cakes to sell at the bazaar on your own table.
- ▶ Minimum 10% of one table income donated to church's building fund.
- ▶ Table sales start from 10:00a.m. to 15:00p.m. on Apr 30.
- ▶ Unlimited bakers recruit and bakers can combine for one table sales:



No.	Name in charge for one table	E-mail	Phone
1			
2			
3			
4			

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# Bazaar table sales

- ▶ **BE good sales:**
  - ▶ Bring the goods that you want to sell in the bazaar on your own table.
  - ▶ Minimum 10% of one table income donated to church's building fund.
  - ▶ Table sales start from 10:00a.m. to 15:00p.m. on Apr 30.
  - ▶ Unlimited sales recruit and combination for one table sales allowed:



No.	Name in charge for one table	Selling items	E-mail	Phone
1				
2				
3				
4				

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# BBQ: planning and purchasing manager

- ▶ BE a good planning manager:
  - ▶ prepare the menu, set up the price list and calculate the P&L and manage the other supporters to make sure all tasks done properly before deadline.
  - ▶ Task to be completed by end Mar.
  - ▶ ONE manager recruit:
- ▶ BE purchasing manager: purchase the required quantity of food and drinks, seasoning, paper napkin, paper plates, paper cups, etc.
  - ▶ Task to be completed by Apr 29.
  - ▶ 2-3 purchasing managers recruit:

**CHURCH  
COOKOUT**



No.	Name	Role	E-mail	Phone
1		Planning		
2		Purchasing		
3		Purchasing		
4		Purchasing		

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# BBQ: Chef

- ▶ BE an organized kitchen planner:
  - ▶ Check the quantity of all food and drinks, and seasoning (if required) to be done.
  - ▶ Support on Apr 29 and complete the task before noon.
  - ▶ 2 kitchen planners recruit:
- ▶ BE main chef:
  - ▶ Cooking on Apr 30
  - ▶ Support on Apr 30 2-3 hours from 10:00a.m. to 15:00p.m.
  - ▶ 4-5 main chef recruit:



No.	Name	Role	E-mail	Phone
1		Kitchen chef		
2		Kitchen chef		
3		Main chef		
4		Main chef		
5		Main chef		
6		Main chef		
7		Main chef		

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# BBQ: sales

- ▶ **BE a sales leader:**
  - ▶ Responsible for the cooking place and table set up, manage the money collection, the refill the food and drinks on time to minimize the customers waiting time, manage and assign the tasks of the other sales supporters (must be church member)
  - ▶ Support on Apr 30 from 10:00a.m. to 15:00p.m.
  - ▶ 1 kitchen chef recruit:
- ▶ **BE cheerful sales staff:**
  - ▶ Supporting the sales of food in putting the food in the plate and pass to the customers and the passing the drinks to the customers
  - ▶ Support on Apr 30 2-3 hours from 10:00a.m. to 15:00p.m.
  - ▶ 4-5 main chef recruit:

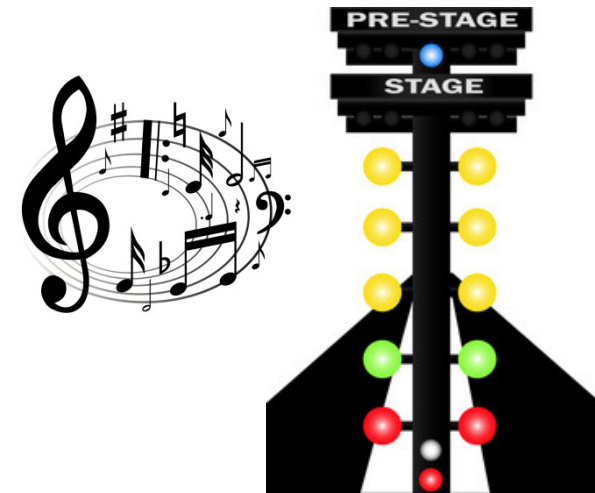


No.	Name	Role	E-mail	Phone
1		Sales leader		
2		Sales staff		
3		Sales staff		
4		Sales staff		
5		Sales staff		
6		Sales staff		

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# Music technician and stage assistant

- ▶ **BE a music technician:**
  - ▶ Responsible for the sanctuary music system and support the performers stage set up
  - ▶ Support on Apr 30 from 10:00a.m. to 15:00p.m.
  - ▶ 1 technician recruit:
- ▶ **BE stage assistant:**
  - ▶ To monitor and advise the time to each performance group and coordinating each performance group
  - ▶ Support on Apr 30 from 10:00a.m. to 15:00p.m.
  - ▶ 2 stage assistants recruit:



No.	Name	Role	E-mail	Phone
1		Technician		
2		Stage assistant		
3		Stage assistant		

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# Clean up helpers

## ▶ BE clean up helpers:

- ▶ Responsible for the clean up of place to make sure no rubbish left behind, all tables and chairs stored in the original place and the stage in the sanctuary was cleared after the Spring Fair.
- ▶ Support on Apr 30 for 2-3 hours from 15:00p.m. to 18:00p.m.
- ▶ 6 helpers recruit:



No.	Name	E-mail	Phone
1			
2			
3			
4			
5			
6			

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# Photographer

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- ▶ **BE a photographer:**
  - ▶ Responsible for taking the photos for the record of Spring Fair from the preparation on Apr 29 and the event date on Apr 30 and saved all photos in one file by end May
  - ▶ Photographers can use their own camera or the church camera
  - ▶ 2-3 photographers recruit:



No.	Name	E-mail	Phone
1			
2			
3			

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