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MEMORANDUM

To: Volunteers
From: Caitlin Huth
Nutrition & Wellness Educator
Re: Farm Progress Show
Date: May 9, 2017

This packet includes information on the **2017 Farm Progress Show**, held August 29, 30 and 31, 2017. University of Illinois Extension and 4-H will run a food stand during the show. We will need over **90 workers** – mature junior high, high school and adult - each day of the show. We will also need assistance in setting up the day prior to the show.

There is a brief description of the different available food station jobs on the back of this letter. All volunteers will receive a detailed letter with information on parking, admission and other things to remember.

Each group volunteering will get a portion of the profits, depending on the number of workers they provide.

Please consider your health before signing up. Temperature is normally in the 90's during the Farm Progress Show, and volunteers must walk *at least* ¼ mile to get from the parking lot to the food court. Volunteering at the food court also involves standing for long periods of time.

Please return the enclosed sheets **by Monday, July 31st**, and let us know if you have any questions.

Farm Progress Show 2017 Tent Responsibilities

Food Stations:

Grill Workers

Duties include:

- Seasoning and racking meat
- Take racks in and out of the grills
- Distributing meat to the selling tents

Sandwich Preparation

Duties include:

- Wrap Sandwiches
- Stock holding stations

Sales

Duties include:

- Take orders from customers
- Handle money and make change

Runner

Duties include:

- Fill orders for customers
- Run drinks from cooler to customer counter
- Run sandwiches from holding station to customer counter

Other Responsibilities

Workers Needed to:

- Collect Recycling
- Wipe down tables
- Distribute Pop
- Set Up on Monday