

2018 Kiwanis Club of Laconia Bike Week Instructions

Questions? John Walker (520-4383)

Weather

Decision is left to the discretion of those working the boardwalk to determine if it is worth opening up or staying open. If you decide to close up shop please let John know ASAP so he can spread the word to following shifts or make arrangements for the next day.

Parking:

Thurston's Marina is once again allowing us to park at their place. Stop in at the office to tell them who you are and they will direct you where to park and give you a sticker. If you prefer to go by boat, let John know and he will make arrangements with you.

Prices: Everything sells for \$1.00

First Shift (Opening up the Booth): 9:00 am – 1:00 pm

1. John (520-4383) will be on hand each morning at opening to give you the day's bank (\$100.00).
2. Hoist the overhead banner by unhooking the bottom bungee cords, pressing the yellow button on each upright pole and sliding the telescoping portion upward. Once fully hoisted reattach bungee cord so that the banner doesn't flap in the wind.
3. There will be no sandwich board sign this year.
4. Every morning there will be fresh ice in the smallest cooler. Both of the other coolers will be stocked and labeled. Restock beverages and ice as needed (Once the day has begun, if you run out of ice, the only option will be to pay retail for it at the Marina store below you). Water will be stacked at the rear of the booth and soda will be stacked under the front table.
5. The Kiwanis aprons will be left on the table.
6. When your shift ends, please pass along all money to the next shift. If there is no 2nd shift, John will make arrangements with you to get the money.

Second Shift (Closing the Booth): 1:00 pm – 5:00 pm

1. There should be ice in the smaller cooler. Please restock ice, and beverages as needed.
2. Before you put things away please take note of any items (supplies or beverage) we have run out of or are running low on. John will be there to assist with closing daily and will take the money. Feel free to call John if you are running out of anything but ice.
3. Lower the overhead banner by pressing the yellow button on each upright pole and sliding the telescoping portion downward. Once completely down, secure bungees so that it does not flap in the wind.

Finally, in closing, remember to HAVE FUN!!