

Kiwanis Club of Laconia Bike Week Instructions 2014

Questions? Call Brian Winslow @ 207-751-7755

Weather? I will leave it 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 Brian Winslow know ASAP so we 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.

Prices: Everything sells for \$1.00

First Shift (Opening up the Booth): 10:00 am – 2:30 pm

1. Brian Winslow (207-751-7755) should have already made arrangements with someone on your shift to have the day's bank (\$50.00).
2. When removing the sides to the tent please only unzip from the front and roll the rest of the sides up if you wish (zipping it back up is hard to do so the less you unzip the better).
3. 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.
4. Every morning there will be fresh ice in the blue coolers and in the beverage display cooler. Restock beverages and ice as needed (beverages will be stacked under the front table).
5. All edible items are stored (if we sell them?) in the big deck box to keep the critters away from the food. Please take out the snack food, chips, etc and display on front table, on the counter or hung from the front of the tent. Restock edible items as needed. The Kiwanis aprons should also be in the deck box.
6. When your shift ends please pass along all money to the next shift.

Second Shift (Closing the Booth): 2:30 pm – 7:00 pm

1. There should be ice in the blue and red coolers and in the beverage display cooler. Edible items are stored in the big deck box. Please restock ice, beverages and edible items as needed.
2. Brian Winslow (207-751-7755) should have already made arrangements with someone on your shift to report to him with daily proceeds and any supply needs. Before you put things away please take note of any items (food or beverage) we have run out of or are running low of.
3. Put all edible foods in the deck box to keep out the critters (if we sell them).
4. Lower the over head 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.
5. Replace and secure the tent sides.