

Candlelight Night Checklist

Candlelight night has 2 parts for the Rotary Club of Pittsford participation:

A) Sponsor the horse wagon rides – this includes getting board approval, having a check written and arranging for the Club banners to be on the wagons. Consider having a banner on each side of each wagon. Meet the wagons in the Pittsford Southerland High School parking lot at 4:30 with string or wire to secure the banners to the wagon.

B) Coordinate the Salvation Army Kettles and club bell ringers: (One kettle near the four corners and another in front of the library.)

1) Identify an in-village secure location for kettle drop off, Duncan Studios should be OK to use, other members with storefronts or living in town could be considered. The locations will need to have someone available to meet with the Salvation Army, accept delivery of the 2 kettles the day before and the pickup of them on the day after.

2) Confirm arrangements with Salvation Army, current contact is: (but it can change as they are a volunteer org also, a little bit of research on there web site and or follow up calls with them might be needed, this should be done in mid to late November .

<http://www.rochestersalvationarmy.org/>

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3) Check on inventory and purchase additional small candy canes and pocket size single use hand warmers - currently they are stored at Duncan Studios. Arrange for purchase and drop off at the village secure location.

4) Have the event announced at Rotary meeting and circulate a sign up sheet.

Time	Library	Main Street
Set-up	One person	One person
5:30-6:30	Two to three persons	Two to three persons
6:30-7:30	Two to three persons	Two to three persons
7:30-8;30	Two to three persons	Two to three persons

Advise the members that parking can be tough and to dress for the weather. Also they can bring there own Bells and or Holiday Costumes. Encourage anything to attract attention in a fun way to get a good response (NOT Santa suits though, according to the Salvation Army.) See Peter Crooker for Rotary Aprons that can be worn by the bell ringers.

5) A day or two before call or e-mail to remind each member signed up of their assigned Time and Station. I found calling the day before between 4:30 and 7 very successful. An e-mail of the schedule and assignments is a good reminder and will get the members to know who they will be working with and who will be involved in the changeover of shifts.

6) The day before Candlelight Night, call the contact point in the afternoon to make sure the kettles have been delivered and that all is ready to go, this will give you the morning of Candlelight night to recover if anything goes astray. Also you should get the banners out of storage for use on the wagons.

7) That afternoon work with the setup person as needed, float in the area to cover anyone who is not there. Enjoy the evening, dress warm, in layers

8) Make sure the Kettles are secured at the end (8:30 to 9:00), enjoy some hot chocolate or other libation.

9) Call / e-mail the Salvation Army a day or two later to get a count of the collection, report back to the membership including getting the ringers name published in the news letter and thank them at the next meeting.

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