

## **ROYALTY ROOM**

**Planned Number of Participants: 300**

**Contact Person:**

Holiday Fair Contacts: Kimberly Martin (720) 231-7071

**This is a two-activity Children's Activity. Children will make a decorate either a felt crown OR tomten hat.**

### **Materials:**

Felt shapes (cut ahead of time by parents)

sequins, jewels, dried beans and rosebuds

needles and thread

pieces of elastic cording (cut by parents in advance)

fabric glue

glitter glue

hole punch

heavy paper to cover table (in artroom next door)

wide masking tape

sharpies

broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray,

laminated, bound instructions sheets: volunteer schedule for your activity, set-up and clean-up instructions, activity instructions

## **Pre-Fair Prep Work**

Requests of class parents:: Royalty Room will be held in the HS Social Sciences classroom.

1. Recruit 3 or more class parents to cut designated number of crown and hat shapes, using patterns, out of supplied felt.. \*Felt shapes need to be brought to school by Thursday, Dec. 5th by 3P.

2. Monitor online sign-up sheets, recruit 2-3 class parents to assist in setting up activity on Fri., Dec. 6<sup>th</sup> from 3-6pm.

3.Oversee classroom set up Fri., Dec. 6th and ensure it is ready for the Fair.

## Room Set-Up

Royalty Room will be held in the HS Social Sciences classroom this year. This room will be ready to set-up by 3P on Friday, Dec. 6th. The goal is to have the room setup by 6P on Friday, Dec. 6<sup>th</sup>. The Class Coordinator is responsible for having volunteers to help set up the room.

1. Arrange desks into into several work stations. Set up a few desks for supplies along north end of room.
2. Cover each of the work stations in heavy paper (roll in art room and secure with masking tape)
3. Put chairs at the tables.
4. Place one desk or small table near the door. This will be the check-in station. This is where the children's activity bracelet is checked; tally of visitors, comment form, activity instructions and emergency information is kept. This table does not need to be covered w/ paper.
5. Collect all of the Royalty Room supplies from the POD outside.  
This could take a few trips.
6. Set up the crown pieces, neatly, on supply table where children can choose 2 pieces - either similar or different.
7. Stack hat pieces, neatly, on table next to crowns.
8. On the work stations, put out sewing and decorating supplies: bowls of sequins, jewels, beans, rosebuds, etc. glitter glue, fabric glue, scissors, needles and thread, elastic cord.
9. Once room set up is complete, check with Children's Activity Chair to obtain sign for door indicating room is completely ready for the next day.

## Instructions for room volunteers

### **Please arrive on-time for your shift!!!**

Greeter - one volunteer to sit at entrance to check child in

Check the child's activity bracelet. BLUE bracelets are unlimited activity passes and the child can be let in with no further action. SILVER bracelets are 3-activity passes. Place a single sharpie line mark on the child's activity bracelet. Silver can only have up to 3 marks. If the child is "out" of Children's Activities, they could be directed downstairs to the front lobby to purchase more children's activities bracelets.

Count the child on the tally sheet. Throughout day, please use comment sheet to record any ideas, concerns or suggestions to enhance activity.

Direct the child to another volunteer to explain the activity and to pick out crown or hat pieces.

Facilitating

Assist child in sewing or decorating crown or hat.

Replace trash bags when full

Replenish supplies when needed

Room Monitoring

## **Instructions for activity**

Choose and sew two crown or hat pieces together with needle and thread.

Cut elastic cord to size of child's head

Sew cord on..

Decorate with glitter glue, sequins, etc.

## **Clean Up Procedures**

Children's Activities close at 2:30 P, though there will certainly be some finishing their projects after that time, clean up can begin then. All Children's Activities rooms must be cleaned and back to their original configuration by 5P on Saturday, Dec. 6th.

Return any materials to bins or bags. (gallon and quart-sized ziplocs )

Remove all paper and tape from tables, trash.

Wipe all tables.

Sweep floor and wipe down any areas that need it.

Dispose of all trash in dumpster outside - big black trash bags will be available for big trash collection.

Return classroom desks and chairs to original set up. Refer to room photo.