



Candy Gram Coordinator

Being a part of the C-MENT program is a positive and rewarding ministry for all involved and we appreciate your volunteer participation as a Candy Gram Coordinator. Your attention to detail and planning will make this an enriching time for all involved. The following guidelines are to let you know what your job entails.

JOB DESCRIPTION

- Coordinate the purchase, preparation and sales of “candy grams” for each C-MENT performance.
- Prepare notecards to go with candy grams and flowers for audience members to add a personal note for cast/crew members.
- Responsible for accounting and submission of monies.

PRE-PLANNING: *Communicate with the Flower Coordinator(s) approx. 2-3 weeks before Tech Week.*

- Approximately 3 weeks before opening night, you will receive the budget for candy grams for all performances. Start with 100 “candy grams” for opening night to determine how they sell. Monitor number accordingly for following performances. Fall production candy will most likely be donated.
- Determine if there are any leftover supplies from the previous show prior to making any purchases of ribbon, goodie bags or materials for notecards. These items can be purchased online through Amazon.com, Target, Michaels or WalMart. Candy can be purchased at Costco, Smart & Final, Target, WalMart, etc.
- An accompanying tag or card (with hole-punched corner) should be provided for a message to be attached by purchaser with another ribbon. ***Make sure to have enough tags/cards to allow at least one per bag and/or flower and provide for “mistakes” when someone needs to rewrite a message.*** These tags/cards can be very simple or as “crafty” as you want to make them! Please consider the theme of the show and pertinent colors as you decide what to do.
- Work with the Director of Volunteers (Christine Rogers: christinemuther@yahoo.com) to schedule sales coverage for all performances. Note: The candy gram coordinator will work 2 shows.
- Collect pens/colored markers/pencils to be available at the table for writing messages on cards.

CANDY GRAM ASSEMBLY

- Check with Adele or Christine to see if there is a PLC Confirmation group that has signed up to assemble candy grams.
- Each candygram is comprised of a bag with mini-size candies inside, tied with curling ribbon.
- Bags should be filled evenly depending on size of candy items (i.e. 4-5 per bag).

PERFORMANCES:

- The C-MENT President will provide you with cash box and \$50 start-up cash.
- Plan to arrive 60 minutes prior to the show to set up. Flowers and candy grams are sold at the same table before performances and during intermission. They are to be delivered to cast area (leaving on the table near cast snacks is perfect) prior to intermission.
- You will be situated at a long table with the rest of the fundraising groups; all candy will remain at the church (in the library) throughout the course of the performances.
- Depending on quantities left on closing night, candy could be sold for \$1 at intermission or given to office staff to thank them for their help with the production. Check with an Advisory Board member on the last night to determine what to do with excess items.
- Be sure to gather up and turn in any remaining supplies that could be used for future candy gram sales. These can be turned in to an Advisory Board member.
- Two people (not related) must count, sign, date and witness all money envelopes before sealing them and provide the money envelope to the C-MENT Advisory Board member after each performance.

POST-PRODUCTION

- Submit all receipts (including receipts from Thrivent card purchases) and reimbursement form (download from c-ment.org/volunteercoordinatorpositions/) to either an Advisory Board member or the church office for Adele Buffington to approve for payment.

Thank you so much for your help – candy grams are fun, positive encouragements for our cast! If you have any feedback that would help make C-MENT candy gram sales run more efficiently, please let us know!