

SEJS 2016 Cultural Festival

Festival Job Assignments ~ Adults

Club	2016 Festival Job Assignment ~ Adults
Judo <i>*Billy Matsubara</i>	<ul style="list-style-type: none"> • Publicity ~ design flyers, posters & programs • Distribute to clubs throughout the center • Advertise our festival to increase awareness/attendance
Ballroom Dance <i>*Helen Hikiji / Edna Kurihara</i>	<ul style="list-style-type: none"> • Obtain signatures around neighborhood required for permit • Distribute festival food tickets to neighborhood • Raffle table
Hawaiian Dance (Hula) <i>*Karen Toyoshiba</i>	<ul style="list-style-type: none"> • Work with Linda Kusuda to prepare schedule for entertainment/demonstrations - inside center (Sunday only)
Ukulele <i>*Kamaki</i>	<ul style="list-style-type: none"> • Set up and take down sound system in gym (Sunday only)
Taiko <i>*Kurt Hamra</i>	<ul style="list-style-type: none"> • Set up decorations - festival lot (Saturday) • Take down decorations – festival lot (Sunday)
Kendo <i>*Brian Yoon</i>	<ul style="list-style-type: none"> • Work with Linda Kusuda to prepare layout of festival lot • Supervise Saturday morning set-up (or go over set-up with NYS prior to Saturday morning)
NYS <i>*Kurt Kohara</i>	<ul style="list-style-type: none"> • Set up all booths Saturday morning • Take down all booths Sunday evening
Karate <i>*Brock Nishimura</i>	<ul style="list-style-type: none"> • Assign parking spaces/designate handicapped spaces • Find proper security to work festival
Wednesday Night Basketball <i>*Roger Hirai</i>	<ul style="list-style-type: none"> • Restroom duties ~ restock & sweep up restrooms (Saturday 3:00 – 6:00) • Restroom duties ~ restock & sweep up restrooms (Sunday 5:30 – close)
Gakuen <i>*Philip Loveridge</i>	<ul style="list-style-type: none"> • Restroom duties ~ restock & sweep up restrooms (Saturday 6:00 – close) • Restroom duties ~ restock & sweep up restrooms (Sunday 2:00 – 5:30)

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Festival Job Assignments ~ Youth

Club	2016 Festival Job Assignment ~ Youth
NYS <i>*Kurt Kohara</i>	<ul style="list-style-type: none"> • **Clean up outside tables & pick up loose trash on ground (Saturday & Sunday)
Gakuen <i>*Philip Loveridge</i>	<ul style="list-style-type: none"> • **Clean up tables in gym & pick up loose trash on floor (Saturday & Sunday)
Kendo <i>*Brian Yoon</i>	<ul style="list-style-type: none"> • ***Empty trash cans & recycling (Saturday 3:00 – 6:00) • ***Empty trash cans & recycling (Sunday 5:30 – close)
Judo <i>*Billy Matsubara</i>	<ul style="list-style-type: none"> • ***Empty trash cans & recycling (Saturday 6:00 – close) • ***Empty trash cans & recycling (Sunday 2:00 – 5:30)

*contact person

**There will be stations set up with spray bottles and rags to clean the tables.

*****Please use the large trash bin in the front of the lot for all trash.**

***The trash cans must be emptied **throughout the center** (outside, hallways, kitchen, gym, dojo, restrooms). Please make sure that the large trash bin is filled from the back of the bin first and work your way toward the front so that we fill the bin with as much as possible ~ do not simply toss the trash bags into the bin. Please flatten all cardboard boxes and leave them between the wall and the trash bin.

***Linda Kusuda will instruct where the recycling bags of aluminum cans and plastic bottles are to be kept. The recycle cans do not fill up as fast as the trash. You will only need to take the recycle bags out as they fill up.

***Please note: If you do put trash in the small bin - the small trash bin in the back of the building must be compressed down by placing a large piece of cardboard on top and having a larger size person stepping on the cardboard to squash the trash and eliminate the air pockets below. Be very careful when compressing the trash in the back bin. All trash must fit inside the back bin. The trash company will not take any trash that is not inside the bin.

Please save your receipts and submit for reimbursement. Any large expenses must be cleared for approval with the Board of Directors before purchasing.

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Club	2016 Festival Job Assignment
<i>Board of Directors</i>	<ul style="list-style-type: none"> • Obtain permit for festival • Coordinate outside vendors – order stage, rent additional tables and/or chairs, order extra trash bin, order drums for used grease/oil, order raffle tickets from printer, order any necessary additional canopies • Coordinate use of kitchen and refrigerators • Collect raffle prizes from clubs & conduct raffle • Coordinate Monday clean-up
<i>Board of Directors</i>	<ul style="list-style-type: none"> • Set up and take down sound system – outside stage (Saturday & Sunday)
<i>Board of Directors Linda Kusuda</i>	<ul style="list-style-type: none"> • Prepare schedule for entertainment - outside stage (Saturday and Sunday)
<i>Bob Yamada, Dick Mercer, Roger Hirai & Brian Kono</i>	<ul style="list-style-type: none"> • Set up electrical and troubleshoot any electrical problems
<i>Stan Kimura</i>	<ul style="list-style-type: none"> • Clean hallway floors & sweep tarp in gym (Saturday night) • Clean tarp in gym (Sunday night)