

Booth Host Responsibilities

Individuals, companies, and service groups are invited to host a booth at the 2016 Foster A Dream Program's Annual Wonderland that serves over 1000 local foster children and youth during the Holiday's.

As a booth host you will:

- Choose a theme and design your booth to include an age appropriate activity/game
 - Booths are limited and must be approved by the Wonderland Team
- Set up, decorate, & clean up the booth on the scheduled dates
- Provide volunteers to facilitate the booth on event dates (If you cannot provide volunteers for all Wonderland event dates, we can provide volunteers for you)
- Provide age appropriate prizes/gifts at booth
- Display your company or organization's banner at your booth



Want to be a booth host but only have the time to do some of these responsibilities above? Contact us to see how you can still be a part of Wonderland! If you do not have the time to host a booth, become a Wonderland sponsor starting at \$500 to \$5000 and your business or organization name will be displayed at Wonderland.

There is **NO FEE** to host a booth. We want your resources to go toward your booth design/décor and giveaways for the foster children to enjoy.



Booth Examples*

- Game & Giveaway Booths for:
 - Ages 7 yrs old & Under
 - Ages 8-12 yrs old
- Teen Lounge Area with games, prizes, and gifts
- Arts & Crafts
- Movies & Popcorn
- Toyland for ages 12 yrs old and under (We need a booth host to build this station. Gifts for this station are collected through community toy drives and *SleepTrain Foster Kids*)
- Cookie Decorating
- Photo booth with Santa & Mrs. Clause

*We are open to new booth suggestions! If you have an idea, send us an email at wonderland@voa-ncnn.org to get it approved.

Ready to Get Started?

Now that you've decided to host a booth...now what?

- Let your imagination run **wild** and create a childhood **Wonderland!**
- Fill out the Booth Host Application and send it back by **October 21, 2016**.
- All booth applications received by the deadline will be reviewed by the Wonderland Team for approval. Due to the limited amount of booth space at the Wonderland, submit your application as soon as possible for review!



2016 Booth Host Application



Individuals, Companies, and Service Groups interested in hosting a booth at the Wonderland, must complete and send in a Booth Host Application by October 21 to the Foster A Dream Program. **Please refer to the Wonderland Booth Host Responsibilities flyer for instructions.**

Applications can be sent by fax: 925-228-0202 or email: wonderland@voa-ncnn.org or dropped off at the Foster A Dream Program Office. When sending in your application, please attach additional documents (photos/drawings) to share your idea.

After the application is received, the Wonderland Team will review it and contact the lead person on the application with the approval status. If your booth is approved, the Wonderland Team will then share the next steps in being a booth host, including Wonderland location details, booth specs, and how to sign up volunteers.

Wonderland Dates: *(Dates subject to change due to location & needs)*

- Booth Host Applications Due By: October 21
- Booth Host Approval will be announced: between Oct 24 & 28
- Build & Set Up: November 19, 26, & 29
- Event: December 3, 4, 10, & 11
- Clean Up: December 13, 15, & 17

Group Name _____ Lead Person _____

Address _____ City & Zip _____

Email _____ Phone _____

(Important communication will be sent via email)

Booth Name _____ Age Group: Teens 8-12yrs 7yrs & Under

Booth Description (activity & theme/décor) _____

Type of Giveaways/Prizes _____

Will you provide volunteers for the event dates? *(Review the dates listed in the bullets above)*

- Yes, for all event days Yes, but for some shifts No, need assistance running the booth during the event