



EASTER BASKET TIMELINE

Please note times are approximate and may vary

8:30 am – Volunteers arrive and last minute preparations are made.

8:45 am – Training begins on the job volunteers have been assigned to. A seasoned volunteer will explain how to proceed

9:00 am – Work begins in one of the following areas:

- Making Baskets – Most volunteers will do this job, which involves going from table to table and placing appropriate items in your bag.
- Tying Bows – After a basket is complete, a bow is placed on it.
- Coordination – There are several areas where this is needed; these jobs are performed by seasoned volunteers.
 - Team Leads – Head up a group of basket makers and hand out labels and bags. Answer general questions about process.
 - Item Coordinator – Float around the room and make sure items for baskets are available and address any questions about basket contents.
 - Pick-up Coordinator – Works to make sure baskets are grouped by pick-up time and group. Handles distribution after completion.



11:00 am – LUNCH

11:30 am – Continue making baskets.

1:00 pm – The first groups arrive to retrieve baskets. Groups have been scheduled throughout the afternoon.

4:00 pm – Finish basket making and finalize distribution of remaining baskets. Leftover inventory is packed and returned to storage units.

5:00 pm – Go home and rest!
