

NDAE

iLove FALL FESTIVAL

Saturday, November 5, 2011

To: ALL NDA FAMILIES

From: Shawn Ramlochan/ Michelle Suesberry-Ramas

Date: October 5, 2011

Subject: Festival Scheduling

Attached is the Shift Preference Sheet for the 2011 Festival.

Please note:

- ☆ ***Each family is required to complete one 3-hour shift*** during the Festival on Saturday, November 5th or on Sunday November 6th for cleanup.
- ☆ All workers must be over 18.
- ☆ All attempts will be made to schedule your family on your preferred shift. Scheduling is handled on a first-come, first-served basis, in the order the sheets are received from the office, so the sooner you return your sheet, the better chance you have of getting your preference.
- ☆ The attached form has a grid of each shift. **Be sure to indicate THREE shift preferences from 1st – 3rd by checking one box in each column. If you do not check 3 boxes your assignment will be delayed.**
- ☆ Please return your Shift Preference Sheet to the Office, c/o **Michelle Suesberry-Ramas**, no later than **Wednesday, October 12th, 2011**. If your form is not received by that date, you will be scheduled where needed.

Thank you in advance for your patience and understanding in the coordination of this event. Your children (and the Festival Committee) thank you!