

**DCC23 – 23 December 2023 | 10am to 5pm**  
**Servers Roles & Responsibilities**

**1. Amazing Race**

- Be part of the team to facilitate this race
- Time: 8am – 10am
- Need 15 persons
- Take part as an individual, a group or cell group

**2. Children’s Party**

- Be part of the team of 22 servers to help with a mix of responsibilities: welcome & registration, cake cutting, internal room decorations and games facilitators
- Looking for 5 actors and 5 musicians/carollers to be part of the programme
- Time: 10:30am – 12:30pm
- Take part as an individual, a group or cell group

**3. Christmas Décor**

- Be part of the team to put up and take down Christmas decorations around the Village compound
- Date & Time for set up: 21 Nov – 8 Dec; 10am to 5pm. Need 20 persons per day
- Date & Time for tear down: 9 - 12 Jan, 2024; 10am to 5pm. Need 10 persons per day
- Minimum commitment: 2 days
- Take part as an individual, family, a group or cell group.

**4. Clean-up Crew**

- Be part of the team of environment ambassadors to maintain the cleanliness of the Village compound
- Time: 10am - 2pm or 2pm - 5pm
- Need 10 - 15 persons per time
- Take part as an individual, a group or cell group

**5. Food Stalls**

- Be part of the team to prepare your favourite home-cooked speciality or man a food or drinks stall
- 9 food stalls up for grabs
- Need 3-10 persons per stall
- Take part as an individual, a group or cell group
- Type of food you can prepare:

Type	No. of stalls	Example
Staple	2	Nasi Lemak/Briyani; Fried Noodles, Soup Noodles; Porridge
Finger Food	2	Burger/Hot Dog; Chicken Nuggets; Chicken Wings
Snacks	2	Kacang Puteh; Kueh-Kueh; Bakes (Muffins, Cakes, Cookies, Gingerbread); Pop-corn [vendor has been secured]
Healthier Food	1	Food with less salt/oil/sugar, Low GI (Glycemic Index)
Drinks	2	Can or packet drinks. (Bubble tea - vendor secured)

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- Time & Serving Portion [Cells/groups may collaborate to operate each stall]:

<b>Time</b>	<b>Serving Portion</b>
10am – 2pm	600 servings per stall
2pm – 5pm	400 servings per stall

- Financials: DCC23 funds \$1 - \$2 per serving. Cells or individuals contribute to meet costs balance

## **6. Fringe Activities**

### Animal Rides

- Be part of the team to administer and ensure children's safety during this activity
- Time: 10am – 2pm or 2pm - 5pm
- Need 4 – 6 persons per time slot
- Take part as an individual, a group or cell group

### Choo Choo Train

- Be part of the team to administer and ensure safety of the public during this activity
- Time: 10am – 2pm or 2pm - 5pm
- Need 4 – 6 persons per time slot
- Take part as an individual, a group or cell group

### Family Painting

- Be part of the team to administer and provide logistics support throughout this activity. There will be 2 stations of activities
- Time: 10am – 3pm
- Need 4 persons per station
- Take part as an individual, a group or cell group

## **7. Games Stalls [Children]**

- Be part of the team to man a games stall
- Games will be provided by vendor
- 8 games stalls up for grabs
- 1 bouncy castle & 1 inflatable obstacle course up for grabs
- Time: 10am – 2pm or 2pm - 5pm
- Set up and tear down time: 45 mins before and after carnival
- Need 3-5 persons per stall
- Take part as an individual, a group or cell group

## **8. Games Stalls [Youth]**

- Be part of the team to assist the Nerf Station
- Game will be provided by vendor
- Time: 10am – 12:30pm; 1pm - 3pm; 3:30pm – 5pm
- Need 36 persons whole day
- Take part as an individual, a group or cell group

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**9. Logistics Team**

- Be part of the set up and tear down team for the whole event
- Take part as an individual, a group or cell group

<b>Date</b>	<b>Time</b>	<b>Need</b>
18 to 22 Dec	10am to 5pm	20 persons per day
23 Dec	9am to 12nn	10 person
	12nn to 3pm	10 persons
	3pm to 6pm	20 persons

**10. Open Stage Helper**

- Be part of the team to coordinate stage programme
- Time: 10am – 12:30pm; 1pm - 3pm; 3:30pm – 5pm
- Need 1 PA crew & 3 stage hands per time slot
- Take part as an individual, a group or cell group

**11. Roving Ambassadors**

- Be part of the befriender team to the "villagers" both young and old
- Time: 10am - 2pm or 2pm - 5pm
- Need 30 persons per time slot per day
- Take part as an individual, a group or cell group

**12. Sound & Technical Crew**

- Be part of the team to coordinate all PA needs for all venues
- Time: 10am - 2pm or 2pm - 5pm
- Need 8 - 10 persons per time slot per day
- Take part as an individual, a group or cell group

**13. Sustainability Workshops & Tour**

Closed Terrarium – Making Workshop

- While an instructor conducts the workshop, be part of the team of befrienders assigned to help each group/table of participants with making their terrarium
- Time: 10am – 12nn or 2pm – 4pm
- Need 8 – 10 persons per time slot, for a participant size of 24 pax in each slot
- Take part as an individual, a group or cell group
- \*\* Prior training will be provided and attendance is compulsory

Flower Arrangement Workshop

- While an instructor conducts the workshop, be part of the team of befrienders assigned to help each group/table of participants with putting together their flower arrangement
- Time: 10am – 12nn
- Need 8-10 volunteers, for a participant size of 24 pax
- Take part as an individual, a group or cell group

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Rooftop Edible Garden Tours

- Conduct tours of our Rooftop Edible Garden space for small groups of participants – do so as individuals or in pairs
- Introduce the plants, talk about biodiversity, harvest some produce, befriend the participants
- Tour timing is 1 tour every half hour from 10am - 5pm
- Time: 10am - 2pm or 2pm - 5pm. Need 6 persons per time slot
- Take part as an individual, a pair/group or cell group

Waste Separation Points

- Be part of the team to administer and provide logistics support before and after this activity
- Time: 10am – 2pm or 2pm - 5pm
- Need 6 – 8 persons per time slot
- Take part as an individual, a group or cell group

**14. Traffic Marshal, Parking Mgt & Emergency Evacuation Team**

- Be part of the team to direct vehicle to alternative parking locations
- Time: 10am - 2pm or 2pm - 5pm
- Need 15 - 20 persons per time slot per day
- Take part as an individual, a group or cell group

**15. Watoto Concert**

- Be part of the set up team for the concert, man the merchandise booth or childminders to the children
- Set-up team: 3 - 4 persons to help unload and move the equipment and merchandise (from about 8.45am – 10am)
- Man the Watoto merchandise booth:
  - 1 team of 6 – 8 persons to help set up and man the booth from (1pm-4pm); have to arrive at about 12pm for briefing
  - 1 team of 6 - 8 persons to help man, take down the booth and load remaining merchandise up (4-7pm) have to arrive at about 3pm for briefing
  - Manning the booth includes selling merchandize and handling sponsorship registration.
- Childminders: 2 – 3 persons to help look after the Watoto children from (9am to 7pm with several slots of rest in between e.g. when the kids are at the concert; there will be a Watoto adult chaperone with them)
- Take part as an individual, a group or cell group

**16. Welcomers (Counters)**

- To be part of the welcome party at 5 entrances
- Time: 10am - 2pm or 2pm - 5pm
- Need: 3 -4 persons per time slot
- Take part as an individual, a group or cell group

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**17. Workshops/Talks**

Developmental Disorder in Children [DDC] Talk

- Be part of the team to administer and provide logistics support before and after this activity
- Time: 10:30am – 12nn, 2pm – 4pm
- Need 4 – 6 persons per time slot
- Take part as an individual, a group or cell group

LPA/ACP

- Be part of the team to administer and provide logistics support before and after this activity
- Time: 3pm – 5pm
- Need 4 – 6 persons
- Take part as an individual, a group or cell group

**18. Distribution of Leaflets/Invitations to the Community for DCC23**

- Be part of the team to invite the residents to the carnival
- Individuals or cells to work in pairs to knock on doors in Dover over 2 weekends to invite residents to the event.
- Dates : 8 to 10 Dec and 15 to 17 Dec.
- Groups/cells of minimum 4 may each be assigned a block of flats.
- Take part as an individual, a group or cell group

**19. Sponsorship**

- Sponsor Christmas Carnival tickets
- Sponsor 4,000 packs of Tetra Pak Drinking Water
- Sponsor 30 – 40 prizes for Christmas Raffle / Blessing Draw

**Deadline for sign up 29 October 2023, 2359 HRS**

For enquiry, please write to [events@sjsm.org.sg](mailto:events@sjsm.org.sg)

Sign up online via SJSM website <https://www.sjsm.org.sg/dovercelebrates.html>

😊😊 THANK YOU FOR SERVING 😊😊