

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

Amazing Race

- Be part of the team to facilitate this race
- Time: 8am – 10am
- Need 16 persons
- Take part as an individual, a group or cell group

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

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.

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

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	3	Nasi Lemak/Briyani; Fried Noodles, Soup Noodles; Porridge
Finger Food	2	Burger/Hot Dog; Chicken Nuggets; Chicken Wings
Snacks	0	Kueh-Kueh; Baked goods (Muffins, Cakes, Cookies, Gingerbread); Pop-corn [vendor has been secured]
Healthier Food	1	Salads, Food with Less Salt, Low GI (Glycemic Index)
Drinks	0	Can or packet drinks. (Bubble tea - vendor secured)

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

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

Time	Serving Portion
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

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 before and after 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

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

Games Stalls [Youth] – (All slots taken up)

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

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

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

Date	Time	Need
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

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 per time slot
- Need 1 stage hand from 10am to 12:30pm only
- Take part as an individual, a group or cell group

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

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

Sustainability Workshops & Tour

Closed Terrarium – Making Workshop (All slots taken up)

- 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
- 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: 2pm to 4pm
- Need 8-10 volunteers, for a participant size of 24 pax
- Take part as an individual, a group or cell group

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

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

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

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

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

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

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 (All slots taken up)

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

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 : 30 Nov, 1 Dec, 2 Dec & 3 Dec.
- Groups/cells of minimum 4 may each be assigned a block of flats.
- Take part as an individual, a group or cell group

Sponsorship

- Sponsor up to 800 Christmas Carnival tickets (worth S\$6400)
- Sponsor 4,000 packs of Tetra Pak Drinking Water (worth S\$3400)
- Sponsor prizes for 5 rounds of Christmas Raffle / Blessing Draw
- Free will cash donation of any amount

Deadline for sign up 19 November 2023, 2359 HRS

For enquiry, please write to events@sjsm.org.sg

Sign up online via SJSM website

😊 😊 THANK YOU FOR SERVING 😊 😊