

Lorain County Right to Life Booth Volunteer Instructions --Please Read--

1. For those opening the booth: Please take the cover off the display and put the donation box on the table.
2. The table will consist of free literature, free newsletters, a bumper-sticker ring binder, newsletter signup cards, donation box, and sale items. The fetal models are secured to the table and should be left in place. Teddy bear stickers are free. The "little ones" (plastic babies) may be given out with discretion - only to children if accompanied by adults, The sales box for sales receipts is kept on a shelf under the table.
3. Sale items are priced as marked.
4. **Our Facebook Ad offers a free Precious Feet pin to those who mention the Ad. If someone mentions the Facebook Ad, you may offer them a free pin.**
5. There will be cold water and pop (soda) in the fridge for you to use.
6. For those closing the booth:
 - a. Please cover the table with the sheet provided. There will be a box under the table with envelopes inside. There will be two envelopes for each day. Put the sales money in the envelope marked "S" and the donation money in the envelope marked "D". Put the donation box, sales box and box with envelopes inside on the shelf under the table,
7. Additional instructions when the booth is outside:
 - a. When opening the booth: Unzip the front and back of the tent and fold the flaps to the side of the tent, placing the hooks over the tent side trusses.
 - b. As dusk approaches: Remove the lights from the chargers and attach to the tent top trusses (center-front, center-middle, and center-back)
 - c. When closing the booth:
 - i. Remove the lights from the tent top trusses and plug into the chargers on the plug strip
 - ii. Do your best to zip up the front of the tent/booth. It's easiest if you unzip the four corners about halfway up, zip the middle zippers on the front and back, and then zip the four corners last.

Thank you for your help in defending the gift of life!