

# Hello Santa or Mrs. Claus!

Thank you so very much for volunteering for Christmas Storybook Land! We are looking forward to working with all of you at this year's event.

## **Important notices for Santa & Mrs. Claus:**

- A **background check** is required by our liability insurance carrier. Print Background Check Application from [christmasstoryland.org](http://christmasstoryland.org) under Downloads and Forms . Submit as soon as possible as processing may take a couple weeks.
- **Public Safety Requirement:** At no time shall a Santa or Mrs. Claus work at CSBL while being impaired in any way including being under the influence of drugs or alcohol. This zero-tolerance violation will result in dismissal from the activity premises and possible removal from further service.

## **DUTIES:**

**Arrival times, costumes, changing shifts:** Please come to Storybook Land 15 minutes before your shift starts, enter in the back door marked Christmas Storybook Land Volunteer. Check in with the Computer Supervisor.

The Santa costumes will be in the Santa House, the Mrs. Claus costumes in the dressing room right next to the Santa House. If there is someone working a shift before yours starts, please make contact with them to let them know you are there before you head back to change into your costume so you can transition into their spots.

When your shift ends, give the Santas and Mrs. Clauses a few minutes to get dressed. Santas can flip the light switch off and on inside the Santa House dressing area to alert current Santa that you are ready to switch. Santas should go back into the Santa House and Mrs. Claus into the trees behind the Santa House to "tag team" with the next shift.

Please hang up your costumes when your shift is over. For beards and wigs used, please give them a spray with disinfectant and place them on the Styrofoam heads provided.

Put Santa boots away in the bench seat boxes. Please tag any damaged or soiled costumes and call Patty (541-928-1341) to report anything urgent.



**Candy canes:** SANTA ONLY is allowed to hand out candy canes. Elves do not hand out candy canes. Mrs. Claus will hand out candy canes ONLY if visitors don't want to wait in the Santa line and are leaving. Do not hand out candy canes to people waiting in the line to see Santa. We pre-order candy canes before the event and will not be able to get more if we run out.

**Cell phones:** Please do not use your cell phone where any visitor can see you...even if there is a small break in the action. Remember you are portraying a beloved Christmas character and it ruins the image. If you must take a call/text, please go behind the Santa House or into the break area by the back door.

**Transportation:** Everyone must provide their own transportation. Due to liability, we cannot provide you a ride to or home from the event. Please do not put Christmas Storybook Land in this unacceptable position.

**Unable to make your shift:** We completely understand that emergencies and illnesses happen. If for whatever reason you are unable to make your shift, please call Patty Skinner 541-928-1341 or cell 541-327-9511 as soon as possible. This is especially CRITICAL for Santa. No one wants to tell a child who has come all the way through Storybook Land that Santa couldn't be there! ☹

## **HAVE FUN!!!**

Have a blast visiting with everyone who comes to Storybook Land! Look into the sparkling eyes of the kids and it makes all of the hard work and hot costumes totally worth it!!!

## **CONTACT INFO:**

Please do not hesitate to call me with your questions or concerns. I would also love to hear any comments/suggestions you might have! Thanks again! ☺

Patty Skinner, email [pskinner@proaxis.com](mailto:pskinner@proaxis.com)

