

## HAMPSHIRE EAST GUIDING CHRISTMAS GROTTO REQUIREMENTS 2017



Dear Leader,

The Grotto will be in Fareham Shopping Centre between Millets and Debenhams, please ask your girls to report to the grotto at least 30 minutes prior to the start time as they will be required to change into the Elf costumes and be briefed on what they have to do and for fire safety.

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Your Unit team will consist of 2 leaders/unit helpers and 4 girls – there are to be no more than 4 girls and **girls cannot swop roles during the session**. (There should be at least 2 adults to help it to run smoothly but if only 1 is possible please let us know **at least 2 weeks beforehand** and we will make arrangements to cover this.)

The Grotto team will consist of 2 Grotto assistants.

The jobs that each member of the unit team are required to do are listed below – please allocate these before your session so everyone is prepared.

- First unit leader / unit helper will meet and greet the children and their parents at the shop door with a smile.
- Second Unit leader / unit helper will chaperone the Elves and Santa during the child's visit.
- Elf 1 will write the names and ages of the children clearly in pen on beige (boys) and green (girls) slips, they will then ask the children and their parents to wait in the queue until the bell rings for them.
- Elf 2 (running elf) will collect the above slips and take them to Elf 3 (present elf) who will be at the very back of the grotto behind the curtains.
- Elf 3 (present Elf) will be behind the curtain with one of the grotto assistants, they will collect the present(s) and pass it/them to Santa before the child/children arrive.
- Elf 4 (sticker elf) will stand on the exit side of the grotto by Santa to give out stickers as the children leave and to wish them all a Merry Christmas.

The Grotto assistants will have the following roles:

- Assistant 1 will collect the money and complete the grotto tally chart.



- Assistant 2 will supervise the collection of the presents, arrange the correct order of delivery to Santa and will ring the bell for the next child when Santa has the presents.

The following rules apply and we would be grateful if you would talk to the girls beforehand to brief them:

- Food and drink can only be consumed behind the curtain in quiet periods. This is to be provided by the unit team.
- There are to be no mobile phones in the Grotto.
- Each girl should have a plain long sleeved jumper (red or green if possible) to wear under the costume as the Grotto is very close to the entrance to the Shopping Centre and it can get cold.
- It would be great if each girl wore a brightly coloured pair of tights/leggings under the costume and small boots if they have a pair.
- All girls must be polite, helpful and have a smile. The public are paying for their children to come into the Grotto so it's important that they receive a friendly welcome.
- At the end of the session one unit leader / unit helper must supervise the return of the Elf costumes to the hanging rail in the room at the rear of the Guide shop. Please ensure that this area is tidy before you leave.

A consent with the relevant information will be emailed out when the sessions are allocated. These need to be returned to Liz Dunning at least one week before your allocated session. Please ensure that they are filled in correctly including the girl's GO number.

Each member of the unit team will receive a badge for taking part in one of the sessions.

If you would like to apply for one or more sessions please fill in the application and return to Liz Dunning before 30<sup>th</sup> October 2017, thanks.

