

**St. Mary's Of the Purification  
Parish Festival Committee  
15850 Marystown Road  
Shakopee, MN 55379**

*Dear Area Heads,*

*We would like to thank you in advance for all the extra time and effort you will need to give this summer in order to make this year's festival a success. Our committee has a few ideas that we think will help make things run smoothly and eliminate some of the hassles.*

*We strongly urge you to involve your co-heads as much as possible. This can be a wonderful asset to you and also very important to them because next year they take over your position and the more they know the better prepared they will be. Please start calling your workers right away in June/early July to remind them of the festival date and try to accommodate their request for a certain shift. It would also be helpful to call them back the week before the festival to remind them of their correct work times. We know that getting people to commit to working is sometimes difficult but try to remind them that all members of the parish are requested to donate some time to the big day and it is truly important. This can be a time consuming task, but hopefully more people will show up to work if they are reminded and have a choice in shifts. Please try to divide your list so that you have enough help to have your area completely cleaned up at the end of the day. This allows for the clean-up process to run smoothly on Monday.*

*We will be having a pre-festival preparation meeting for the heads and co-heads to meet with the planning committee. **Meeting is Monday, June 22, 2008 at 6:30 pm at the Parish Center lower level.** This meeting is for voicing concerns and requests prior to the week of the festival. It would be really helpful if you have read through your packet of information, contacted your co-heads and even called your workers. We will be calling to remind you of the date and time of the meeting. Your help is greatly appreciated because without all of you our festival would not be the success that it is year after year. Please feel free to contact anyone on the committee if you have any questions or concerns prior to the meeting.*

*Sincerely,  
2009 Parish Festival Committee*