

CAEC BOOK TABLE INSTRUCTIONS

1. **The Board Rep. for book table will contact person giving the “Grow Through Study” talk for any specific books they wish to have on the book table.**
2. **The Board Rep. will then obtain books from Frazer Memorial United Methodist Church bookstore as well as other books/cd’s, etc. usually furnished for the book table suitable for either the men’s or women’s walks.**
3. **The Board Rep. will contact the Chairperson of the Book Table and arrange to meet them and give them the books, calculator, cash box, easels, etc. All materials supplied for the book table will be in a large, clear plastic box with a white lid labeled “Book Table.” There will also be a master list of all books with the prices on them. The Board Rep. will explain this to the Chair of the Book Table when they meet. Logistics will set up the tables & tablecloths on Friday morning.**
4. **The Chairperson of the Book Table will need to start setting up the table around 8:30 a.m. on Friday. Logistics should have the tables in place. (Please contact logistics if they are not set up).**
5. **There will be two breaks for the book table. The first is that morning around 9:00 a.m. or 9:30 right after the “Grow Through Study” Talk. The next is after the “Means Of Grace” talk on Friday after lunch. This will be a shorter break. (The ALD’s can let you know how long the break will be).**
6. **Once the last break is over for the Book Table, re-pack all books not sold in clear box labeled “Book Table” (along with the calculator, cash box, easels, etc.) Place in an area where the Board Rep. (or someone designated by her) will be able to pick it up on Saturday (unless you have made prior arrangements to return it to the Board Rep. yourself) Please DO NOT put where Logistics can pack away as we have to return the unsold books and money to the Frazer bookstore.**

NOTE:

There is approximately \$142.00 of starting cash in the cash box with which to make change. The list from the Bookstore will have two amounts listed on it. The one you will use is the far right column. We round these odd amounts either up or down to make the amounts even. For instance, if the book is \$11.84, we round it up to \$12 just to make it easier for all involved. If the books aren’t already tagged with prices the BT chair will have to do it. The bookstore asked that they be “tagged” on the back of the books, as they sometimes don’t peel off too easily. There should be removable stickers in the Book Table box for this purpose.

Please have pilgrims make their checks out to Frazer Bookstore and not CAEC.

Board Rep Contact Information:

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