

MORRIS & COMPANY ENTERTAINMENT INC.

D.B.A. /ADVENTURE QUEST

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January 6, 2008

Dear Volunteers:

The dates for the 2008 QC Haunted Forest are every Friday and Saturday night in October (the 3<sup>rd</sup> through the 25<sup>th</sup>) and we are open from 7:00 p.m. to 11:00 p.m. In return for your help your school will be entitled to (\$625.00 CASH) OR one large game or two midsize games (for two days of work) on the date of your choice (pending availability). See games list. In order to be entitled to these games a minimum of 30 (40 preferred) people must show up ready, willing and able to work on those Fridays and Saturdays in October. Each group must volunteer 2 consecutive nights, (one full weekend). Once again each group will work two consecutive nights to be entitled to \$625.00 OR one large game OR two midsize games.

If you're volunteer organization has a whole group who can work all four weekends: (3<sup>RD</sup> & 4<sup>th</sup>) (10<sup>th</sup>, 11<sup>th</sup>) (17<sup>th</sup>, 18<sup>th</sup>) (24<sup>th</sup>, 25<sup>th</sup>), and also help with the set-up and tear down (listed below), then your volunteer organization will also receive one dollar for every ticket sold. In order to make this event the biggest fundraiser ever it will be necessary for all volunteer organizations to promote and advertise the QC Haunted Forest. Sign up is on a "first come first serve" basis. Those signing up first will be able to choose the dates and the jobs. It is each organization's responsibility to see that all positions have been filled on the sign up sheet and that those who signed will be here on the appropriate date.

Info for Haunted Forest and Hay Rack Ride Volunteers

1. We will need 30 adult (40 preferred) (age 16 or older) volunteers each night. Two people will take tickets outside, one person will oversee parking, and two will run games inside.

The remaining volunteers will be actors outside on one of the trails. We'll need 3 or 4 actors who know how to operate a chain saw (without chain, of course).

2. Please arrive by 5:30 p.m. It takes an hour to put on costumes and be placed along the trails. You'll want to use the restrooms in the building before you go out. Really! The gates will be closed at 11:00 p.m., but we will continue to operate the forest and hayrack trails until all those who have purchased tickets have gone through.
3. Dress for the weather conditions. Rain, Mud, Cold, Wind. The Haunted Forest is open rain or shine (moonshine). Wear dark clothing. You'll probably be given some sort of costume to wear over it. We do supply the costumes and masks, but if you are more comfortable with your own mask, please feel free to bring it. We will let you know in advance the theme or storyline so you can purchase a suitable mask. Also be sure to bring something to drink. Once you are placed in your designated

location you will need to stay there. Our staff will be constantly patrolling the trails and several of you will be given radios to use in case of emergency.

**Rules**

1. Never ever touch or grab any of the guests!!!!
2. If someone touches or grabs you, contact someone with a radio and we will get security to remove them from the Haunted Forest. Several radios will be given out to the volunteers so they can be in contact with our staff in the building and on the ground. We will also have security walking the grounds throughout the entire event.
3. No smoking or drinking of alcohol beverages will be permitted while working in the haunted forest. Anyone with alcohol on their breath, before or during will be asked to leave the premises.

**Qualifications**

1. A minimum of 30 (40 preferred) adults are required every Friday and Saturday night in October from 5:30 p.m. until all ticket holders have gone through. Please understand that we need to count on your group for that night or weekend. The actors are a great part of this event and we all want to see that the Haunted Forest and Hay Rack Ride are run properly.
2. Once you have been placed in your designated location you must stay there. This is your part in this performance. Our staff will always be available in an emergency.

If your group is interested in working the QC Haunted Forest and Prairie Hayrack Ride on one of these dates: (Oct.3<sup>rd</sup> & 4th), (10<sup>th</sup> & 11<sup>th</sup>), (17<sup>th</sup> & 18th), (24<sup>th</sup> & 25<sup>th</sup>) and agrees to all the above terms, please sign below with dates your group agrees to work. Please have all sign up sheets completed and returned to Morris & Co., Inc. by August 29, 2008. This agreement can only be signed by the President or Vice President of your committee.

Organization \_\_\_\_\_ Dates: \_\_\_\_\_

Signature of Representative of the above named organization:

\_\_\_\_\_ Date \_\_\_\_\_

Dale Morris, President, Morris & Co. Entertainment Inc.  
309-314-3512 [www.qchauntedforest.com](http://www.qchauntedforest.com)

QC HAUNTED FOREST AND PRAIRIE HAY RIDE

DATE: \_\_\_\_\_

ORGANAZATION \_\_\_\_\_

PRESIDENT \_\_\_\_\_

Phone \_\_\_\_\_ Cell # \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_

Phone \_\_\_\_\_ Cell # \_\_\_\_\_

VOLUNTEER LIST \_\_\_\_\_

1. Parking Attendant \_\_\_\_\_

2. Inside Tickets \_\_\_\_\_

3. Games Inside \_\_\_\_\_

4. Concessions Inside \_\_\_\_\_

5. Concessions Inside \_\_\_\_\_

6. Tickets Outside \_\_\_\_\_

7. Tickets Outside \_\_\_\_\_

8. Chain Saw \_\_\_\_\_ Own Saw? Yes ( ) No ( )

9. Chain Saw \_\_\_\_\_ Own Saw? Yes ( ) No ( )

10. Chain Saw \_\_\_\_\_ Own Saw? Yes ( ) No ( )

## All Other Outside Actors Page 2

12.	Phone	Cell
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32.	Phone	Cell

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33.	Phone	Cell
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38.	Phone	Cell
39.	Phone	Cell
40.	Phone	Cell

SEPTEMBER SET UP FOR QC HAUNTED FOREST

DATE: \_\_\_\_\_

Organization: \_\_\_\_\_

President \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Vice President \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Volunteer List \_\_\_\_\_

1. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

3. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

4. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

5. \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

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