



# LOUDOUN CHILDREN'S BUSINESS FAIR

2026 FAIR – Volunteer Orientation

Sep 8<sup>th</sup>, 2026

# THANK YOU FOR JOINING US



Session is Recorded



Slides will be shared



Please stay muted



Use chat for questions

# OUR GRACIOUS SPONSORS



Primrose School at  
Moorefield Station  
The Leader in Early Education and Care®  
703.726.9306 | PrimroseMoorefieldStation.com



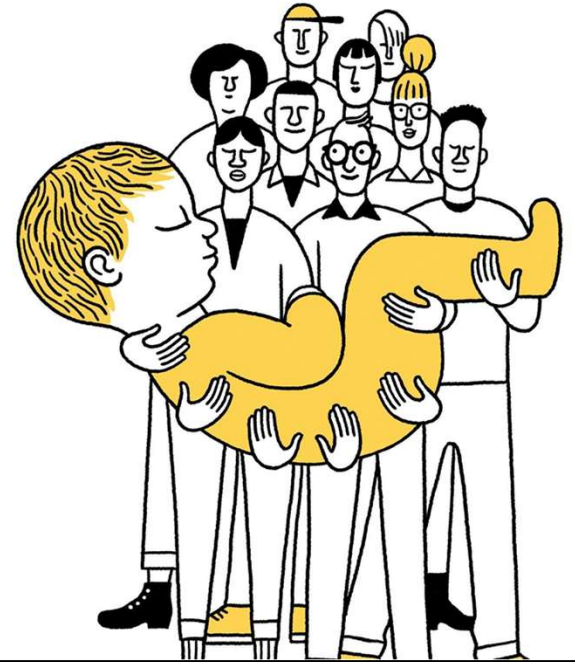
ACTON ACADEMY

TrackMyShuttle



WE DO SEVA  
SERVING OUR COMMUNITY

100+  
VOLUNTEER  
SIGNUPS



IT REALLY TAKES A VILLAGE

# FAIR DETAILS!



**PLACE:**

Dulles Town Center,  
21100 Dulles Town Cir,  
Dulles, VA 20166



**DATE:**

Sept 12th, 2026



**FAIR 1 TIMING:**

11 AM to 3 PM

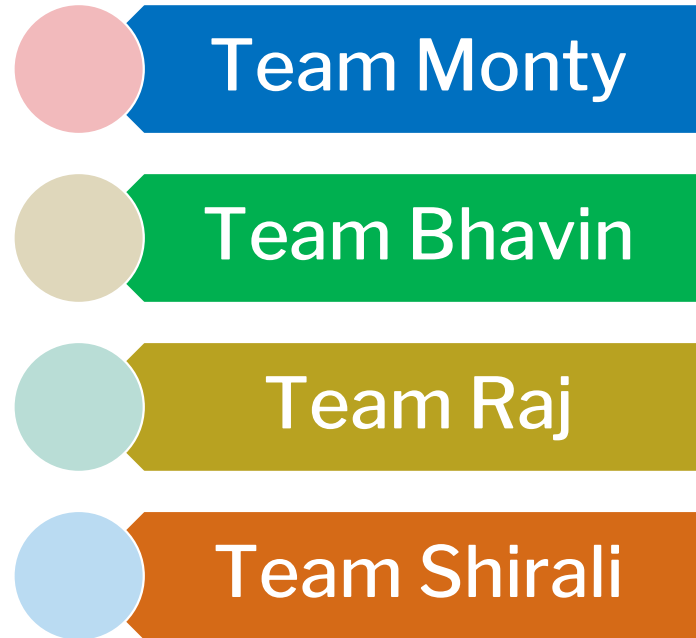
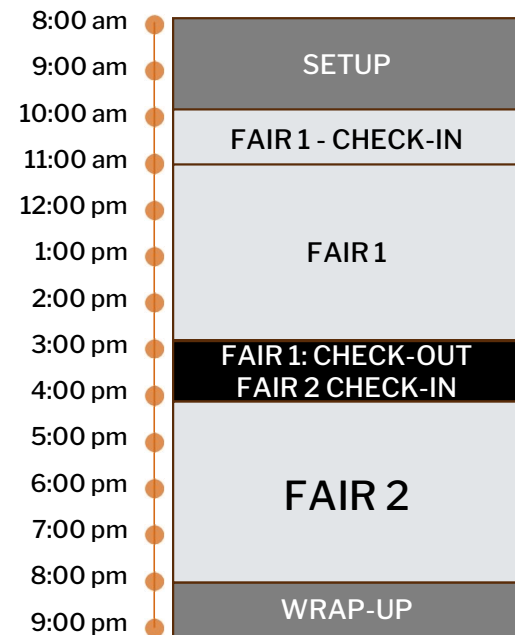


**FAIR 2 TIMING:**

4 PM to 8 PM

# TIMELINE

2 Fairs | 4 Teams



WEAR BLACK TSHIRT



ARRIVE 15 MIN PRIOR REPORTING TIME



REPORT TO ADMIN DESK  
AND COLLECT LANYARDS

Expect an email with your team assignment.

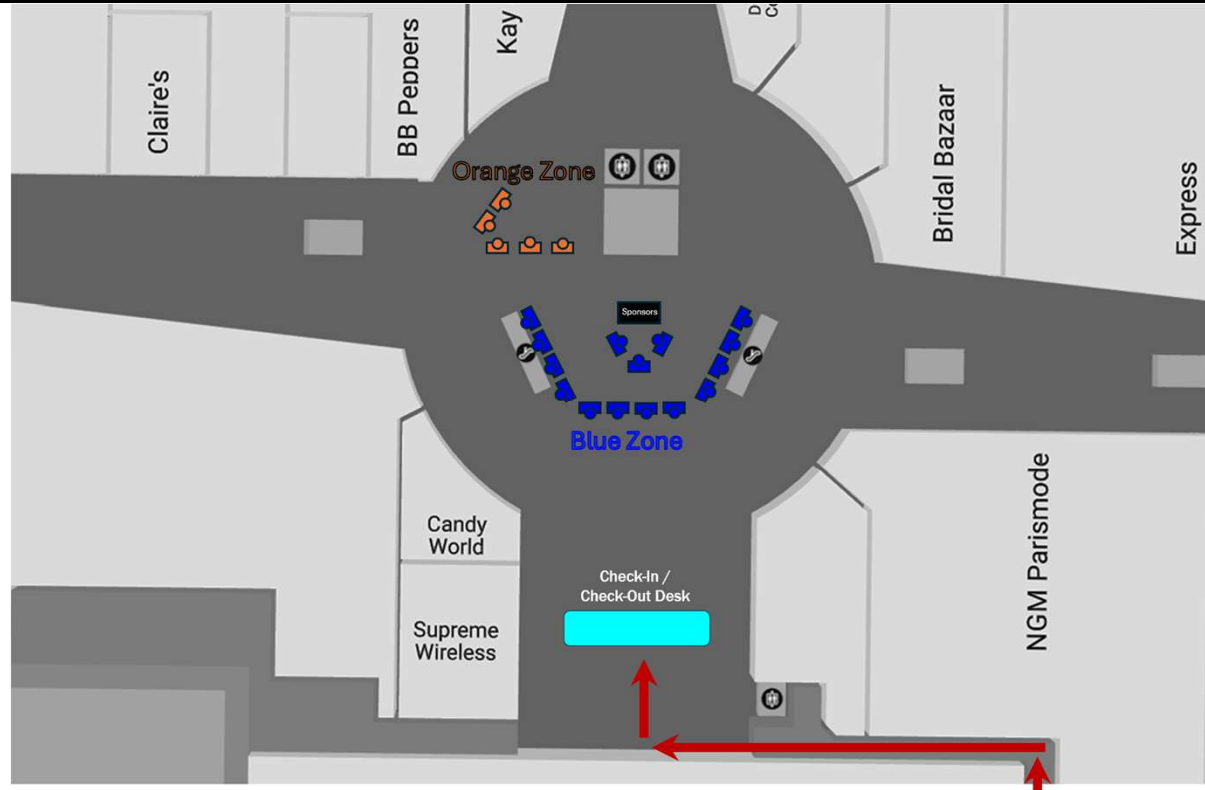
The background of the slide is an abstract geometric pattern composed of numerous triangles of varying sizes. The color palette transitions from warm orange and yellow tones on the left to cool blue and teal tones on the right, with a black rectangular area on the left side containing the text.

# Logistics

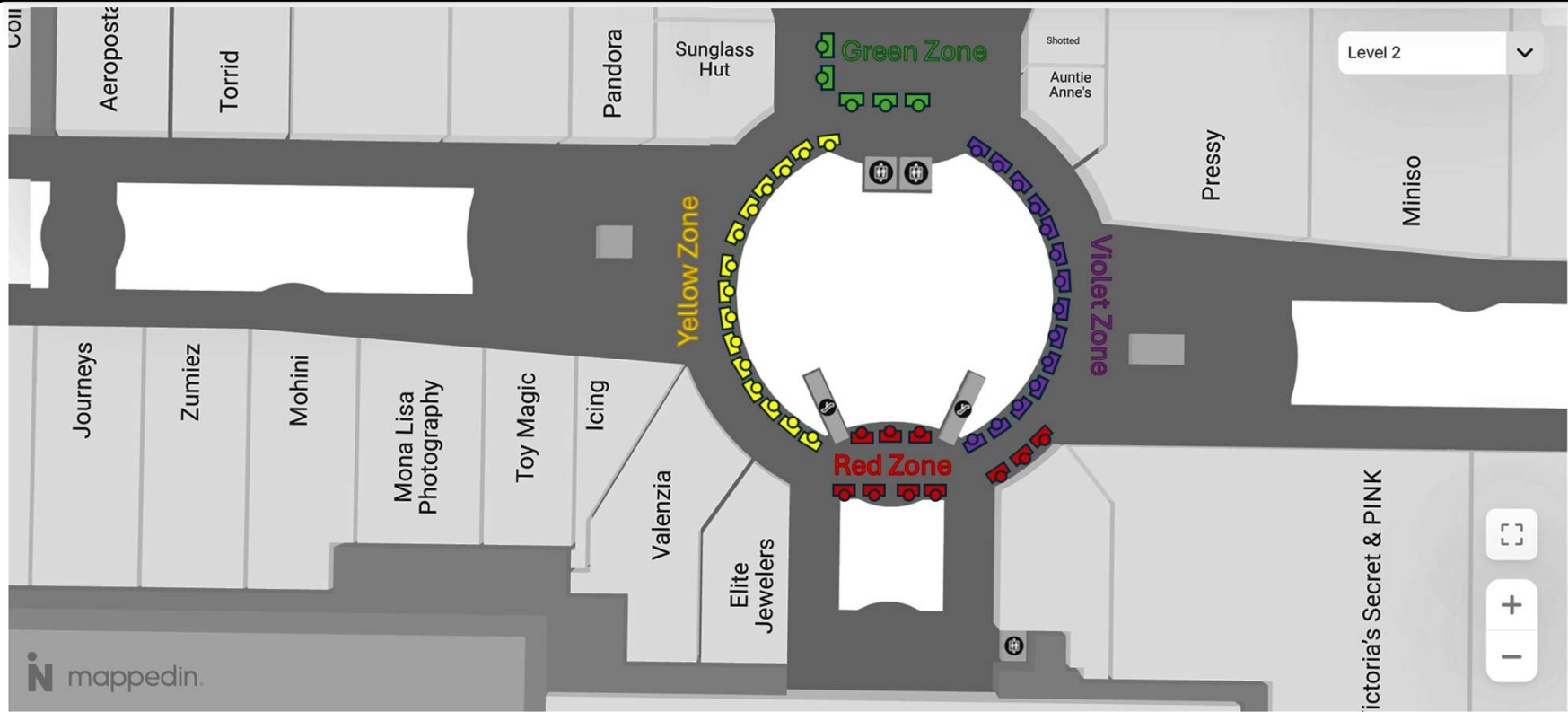
**Directions for the Day**



# MAIN FLOOR Layout



# UPPER Layout



# CLOSE OUT & CLEAN UP



Stay and manage your booth till the end of the fair



All businesses should clean up their assigned areas and throw away their trash in the designated bins

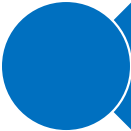


Before leaving, businesses will fill out a closeout form (QR code) and then head to the checkout table



Businesses get a goody bag at closing if, 1) Closeout Form is submitted, 2) No misconduct during the fair, and 3) Booth is cleaned up and trash is removed

# TEAM RESPONSIBILITIES



## Team Monty

Escort/Directions, Clean-up & Fair Setup, Sponsor Desk



## Team Bhavin

Loading Zone, Electronics Setup, Crowd Control



## Team Raj

Photo Booth, Photography, Floater



## Team Shirali

Check-in Desk, Certificates, Fair Support

# NEXT STEPS

Expect an email from us with your assigned Team and Tasks

Example:

You've been assigned to **Team Shirali**

Your tasks: **7-8 Admin Desk - Fair-2 Check-out**

**8-9 Admin Desk Wrap-up**

 Timing

# HELPING HANDS

*Thank you to all our volunteers!*

## Come

- Come with a sense of community
- Be collaborative, be patient

## Help

- Assist all kids if they need a hand
- Help the staff to maintain order

## Buy

- Encourage the Little CEOs by buying their products!



LET'S MAKE THE WORLD  
BETTER TOGETHER!