

## **Event Walk Through**

During the event, there are four main steps involved: Printing, Cutting, Tracing/Stenciling, and Carving. Prior to the event, the administrators and volunteers will meet to select the stencils that will be used for the year. Some stencils may be printed multiple times.

The printing process takes place throughout the year. Stencils can be printed and reprinted as needed. Once a stencil has been printed, the admin marks it as such.

After all stencils have been printed, they are assigned to volunteers to take home and cut. Once a stencil has been cut, it is marked as finished. If a stencil goes missing, it will be reprinted.

Tracing and stenciling take place over the course of one week. Volunteers gather together and select a stencil to trace onto their pumpkin. Once tracing is complete, the volunteer returns the stencil to the admin who marks it as finished.

Carving takes place over the course of one to two weeks, depending on the number of stencils that need to be carved. Volunteers gather together and select a stencil to carve onto their pumpkin. Once the carving is complete, the pumpkin is placed on a cart. At the end of the day, the admin checks all the pumpkins on the cart and marks them as finished.

Once all the pumpkins have been carved, the admin brings the cart with all the finished pumpkins to the cooler. They order and check the information, and then place the pumpkins randomly throughout Reiman Gardens for visitors to enjoy.