



# VOLUNTEER TENT

## Venue

Vern Burton Community Center (NW side of building along 4<sup>th</sup> Street)

## Your Commitment

- Show up on time or early for your shift
- Report to the Volunteer/Performer Check-in Tent (on the south side of 4<sup>th</sup> street, just west of the Vern Burton.)
- Orient yourself with the ticket sales office, the restrooms, and where each stage is.
- Stay at your station for your entire shift. If you need to be relieved, please contact the Site Manager. She will help cover quick breaks.

## What your role entails

- Your role checking in Volunteers is concentrated into 30 to 45 minute windows on either side of your shift. When you are not checking in Volunteers, you may be checking in performers and answering general questions as festival-goers need.
- The general duties of checking in a volunteer
  - o Assist in getting each volunteer a name tag and pins
  - o Provide wristbands as needed
  - o Provide contact information for the Site Manager on duty
  - o Make sure each volunteer has received their volunteer packet and t-shirt and has signed off that they've read the Volunteer Contract
- Assist in performer load-in and load-out as needed (or contact the Site Manager to send a Float to assist)
- Be flexible and helpful. You may be asked to help do other various jobs around the festival if needed.
- The last shift is over when the last music act checks in. Please check out with the Site Manager on duty.

## Checking in Performers

- Each performer (or group) has a packet. This packet includes all of the information they need including where to park, where/when to load in, contacts, etc.
- There are drink coupons and wristbands in the packet. Please take these out and explain them to the artist.
- Questions? Use the walkie talkie to contact Kari or Kyle.

Dress comfortably. Volunteer T-shirts are provided.

## Our Commitment

We will provide:

- A chair for each volunteer
- Contact information for your Site Manager
- Map of the Venue and additional schedules