Volunteer Shift Details

- **Information Booth
  (1st Shift - 11:30AM–3:30PM | 2nd Shift - 3PM–6:30PM)**
  - Reports to Volunteer Coordinator: Ryan Kelley and Accessibility Coordinator: Emma Koics
  - Help all participants and guests find information such as booth locations, hydration stations, entertainment schedule etc.
    - We will provide documents to inform you
  - Check in with Volunteer Coordinator for any additional needs
- **Setup (9AM–12:30PM)**
  - Reports to Volunteer Coordinator: Ryan Kelley
  - Helps before the event to transport rental tables, tents, chairs from Big top to event
  - Set rentals up at all the vendors spots who purchased one
  - Check in with Volunteer Coordinator for any additional needs
- **Vendor and Observation
  (1st Shift - 11:30AM–3:30PM | 2nd Shift - 3PM–6:30PM)**
  - Reports to Volunteer Coordinator: Ryan Kelley and Vendor Coordinator: Amber Cunningham Long
  - Helps as vendors are arriving by having physical and digital copies of the map to help direct vendors
  - Distribute water throughout the day at the event
  - Report to volunteer head on volunteer/vendor/entertainer compliance status aka checking for trouble/issues
  - Check in with Volunteer Coordinator for any additional needs
- **Stage
  (1st Shift - 11:30AM–3:30PM | 2nd Shift - 3PM–6:30PM)**
  - Reports to Volunteer Coordinator: Ryan Kelley and Entertainment Coordinator: Xan Becker
  - Helps entertainment coordinator/stage managers (atrium and main stage)
  - Keep entertainers hydrated
  - Communicate instructions from Entertainment Coordinator/Stage Managers to entertainers and needs from entertainers to Entertainment Coordinator/Stage Managers

- ○ Check in with Volunteer Coordinator and Entertainment Coordinator for any additional needs
- **Clean up (5:30PM–7:30PM)**
  - ○ Reports to Volunteer Coordinator: Ryan Kelley
  - ○ Helps gather all trash and general clean
  - ○ Disassembles and returns all vendor tables, tents, and chairs to designated vehicles/storage
  - ○ Check vendor spots and stage
  - ○ Check with Volunteer Coordinator for any additional needs for end of event