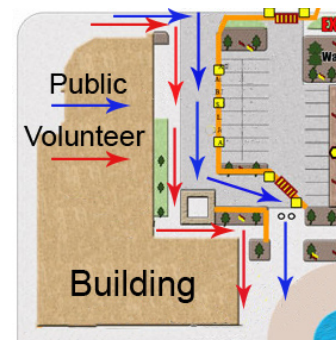


Passport / USA Booth supervised by Franne Jennings

All Volunteers, All Shifts, All Stations

- Enter near Gate 1 on State St. (red arrows on diagram). You must be registered and enter here for free admission. No exceptions made at the main gates (blue arrows).
- Checkin at the volunteer booth to receive instruction. Wear your volunteer tag for identification.
- Maintain a clean & organized work area. Use care with all materials/equipment - we reuse.
- Before leaving train your replacement. Last shifts do not leave early unless area is completely clean, all supplies properly put away and you are released by Volunteer Coordinator at Site Tent.
- Do not leave area unattended - If you feel unneeded, check with your supervisor.
- After your shift check out at the volunteer tent to receive: Confirmation/thank you letter and Restaurant Discount Card. If working 9 hours or more you will get a tshirt. All volunteers can purchase tshirts for \$8 (regularly \$12).



Specific Duties: Checkin Passport Country Displays, Hand out Passports, Stamp USA

Inventory: Bin contains decorations, stamps, books & clipboard with Passport Country Table participants.

Friday Night Before Festival: 6:00 - 9:00 pm:

- Find binder, bins and clipboard. Organize info. Checkin passport countries.
- Make sure setup followed diagram at right.
- Check out with Executive Director. Keep information for am (take home or give to director).

7:00 am - 9:30 am:

- Count tables & note any updates to Inventory Sheet.
- Check out tables & chairs according to Inventory Sheet & Passport Booth list.
- Checkin Passport booths, provide stamps, flag & directions.
- Make sure setup follows diagram at right
- Find all supplies at Site Tent/Truck, get bins marked Passports.
- Post all signs, decorations. Make sure everything in bins are unpacked.
- Organize supplies on tables.
- Decorate area with items in bin.
- If any booths didn't check in investigate & troubleshoot.
- Handout passports and explain that they go to the countries for stamps.

9:15 am - 12:15 am; 12:00 pm - 3:00 pm; 2:45 pm - 5:45 pm:

- Greet visitors, explain program.
- Handout passports.
- Answer questions from festival goers & participants.
- Handout USA stamps
- Visit each Passport Country booth & note quality of displays & compliance w/ directions.

5:30 am - 8:30 pm:

- Continue as above until 7pm. Do not begin visible breakdown until 7pm.
- Check out Passport booths, Check tables, chairs back in.
- Carefully remove decorations and place them neatly in the appropriate bin.
- Fold chairs and tables and put inside building.
- Gently fold tent. Hard pressure is not necessary. Return it to Site Tent/Truck.
- When bins are full close them and return them to Site Tent/Truck or as directed by supervisor.
- Place all important papers in clipboard and turn in to the Director including: Checkin Sheets, table/chair inventory.
- Sweep area & throw away all trash. (brooms located at Site Tent)
- Check out at Site Tent.

