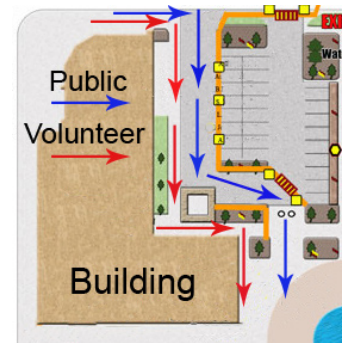


Site - Setup supervised by Charles Borders

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: The Site Coordinator insures that the site is arranged and functions as outlined on our site maps. This includes insuring that cars are kept out of the festival area, that all vendors are in the proper location, have the proper permit, have paid and have their needs met. The Site Coordinator oversees setup and teardown of festival booth, activity and stage areas. During the festival the Site Coordinator will monitor and evaluate the effectiveness of the site as well as trouble shoot any areas of concern.

Bin contents: Tools for your use are in bins labeled site. Replace anything you use as soon as you finish. Contents include - screwdrivers, cable cutters, duct tape, rags, gloves, pens. Put all site bins under information or volunteers booth tables during the festival.

Friday Before Festival: 3:00 pm - 6:00 pm & 6:00 - 9:00pm:

- Load up trailer with all items in storage unit except those marked "Leave".
- Set up Site Coordination Tent in small parking lot [1 tent, 1 table, 3 chairs] and return all tools and supplies there when not in use.
- Place paint sticks in each area to mark vendors spaces according to the Park Map. Sticks are 12 ft apart. In the large field and the pie sections, string is tied between sticks to mark where the back of booths should line up. Note that the two rows in the pie section fan out. Leave 3 feet between backs of rows in field for electric boxes.
- Place signs in parking spaces with reserved names.
- By 5:00 set up information booth [1 tent, 1 wall, 4 tables, 3 chairs] and place all info booth bins under it for early checkins.
- Make sure that any subcontractors are following maps - ie stages. Park Map - Site Only.
- Next, set up the Merchandising Booth [1 tent; 1 wall, 3 tables, 3 chairs - see diagram] adjacent to information booth. Leave festival merchandise bins on the trailer.
- Set up tents for remaining areas (see attached diagrams): gates 1& 2 [1 tent, 1 table, 2 chairs each], volunteers [1 tent, 1 table, 3 chairs], passports [2 tents, 3 tables, 4 chairs], children's activities [4 tents, 9 tables, 14 chairs], Beer [3 chairs, 3 tables, bin], Dressing Room [1 tent, 1 table, 1 chair]. Cable tie tent legs & tables loosely. (see Fest Booth Setup)
- Make sure tables & chairs are secured or set where they belong.
- Put up fencing according to site map. Parks representative must be present when driving stakes into the grass. Use stands made of plywood base and pvc pipe where stakes can't be used.
- Set up Heritage [1 tent, 1 table, 50 chairs], Diversity Stage [1 tent, 1 table, 50 chairs] & World Stage areas [20 chairs]. Leave enough room between stage and start of chairs for dancers - at least 30 feet. Tent, table, bin and trash can go beside the stage. Cable tie stage banner to middle of truss on back of stage - let hang down a bit - on stages with 2 banners put them back to back. Next, cable tie world flags vertically on either side of banner to create a backdrop. Cable tie a 2nd flag to on the first row. (see diagram).
- Attach decorations & signage to information, merchandising, passport tents and/or tables - these are in each area's bin.
- Set push-in small yellow signs [no beer, buy cards] on either side of each the entrance to each gate.
- Hang sponsor sign on black fence at end of walk opposite fountain.
- Hang 5 park banners with schedule & map - place a stake near sidewalk where purple banners are on map & attach center grommet with cable tie. Attach other two ends to 2nd pole.

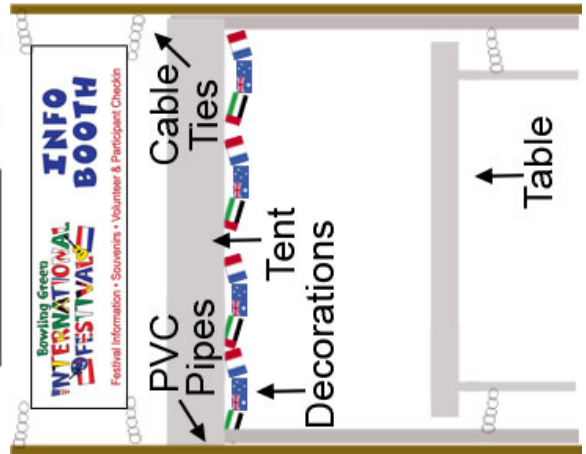
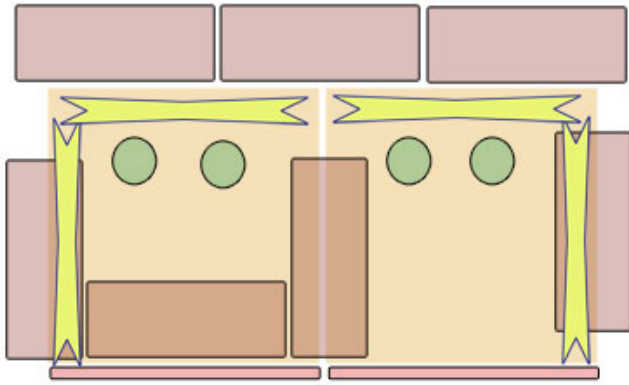
Saturday Morning 7:00 am - 10:00 am:

- Make sure Friday night setup is complete
- Move & replace fence as vendors take their places.
- Check that all vendors are in assigned locations, have the appropriate permits, are checked in and paid. Make sure vendors are using the proper plug & have paid for electric & proper space. [see Vendor Inspections]
- Make sure subcontractors are progressing properly.
- Trouble shoot any problems with volunteers, subcontractors & vendors.

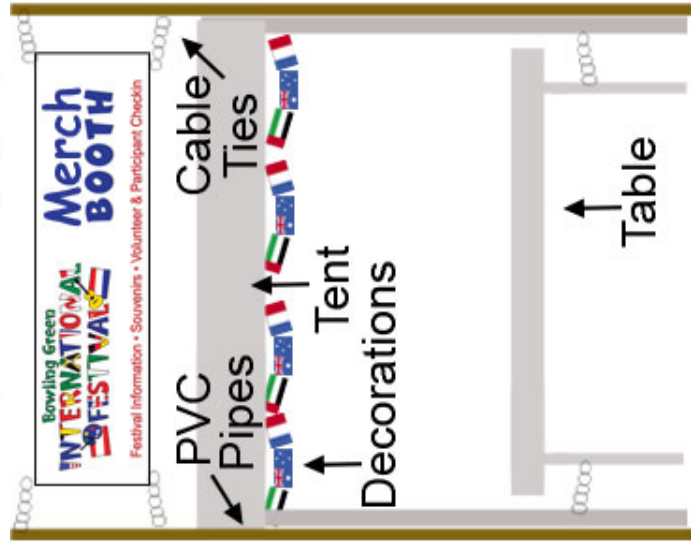
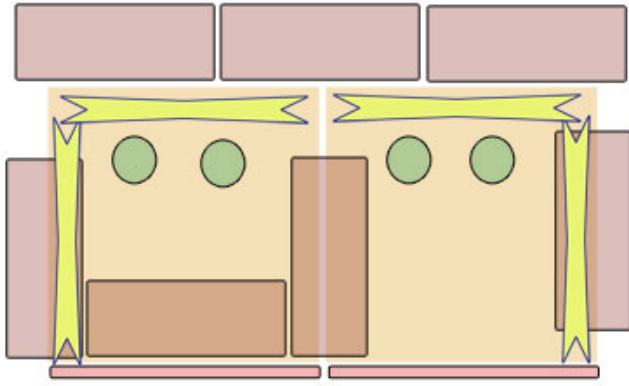
Festival booth Setup Diagrams p.1

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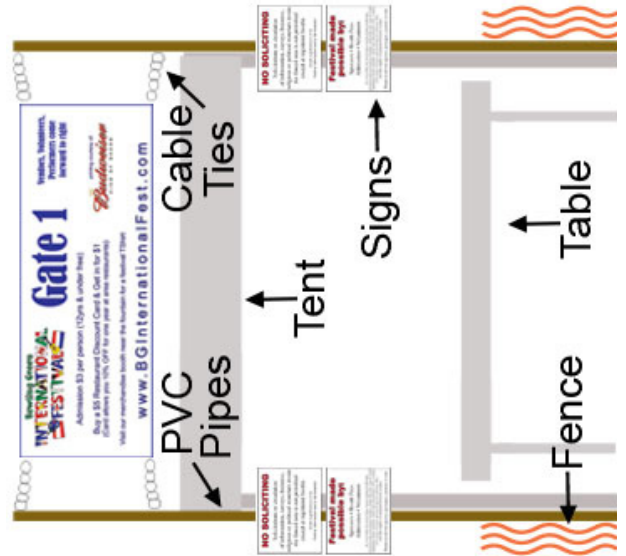
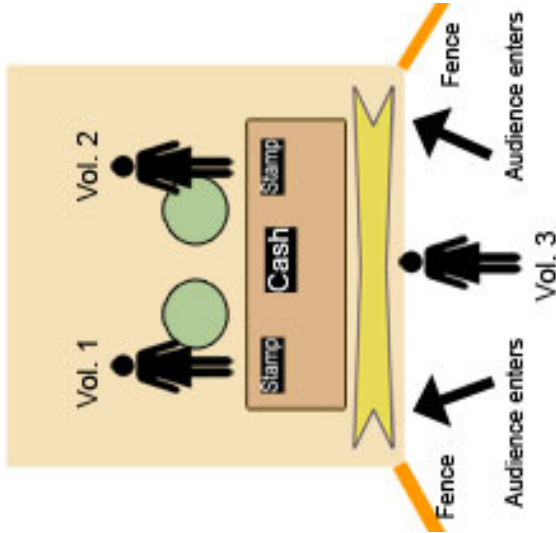
Information Booth



Merchandise Booth



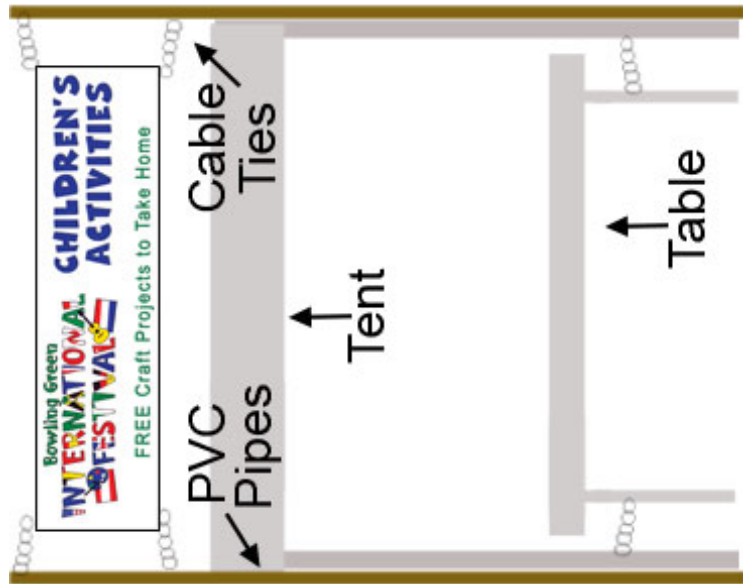
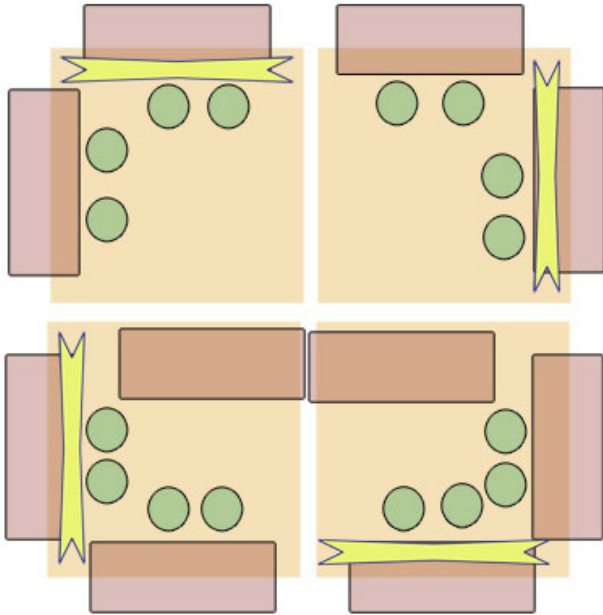
Gates



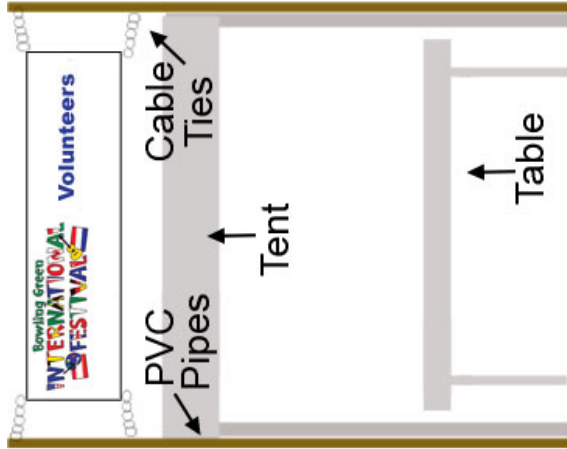
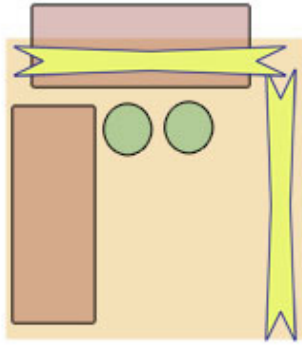
Festival booth Setup Diagrams p.2

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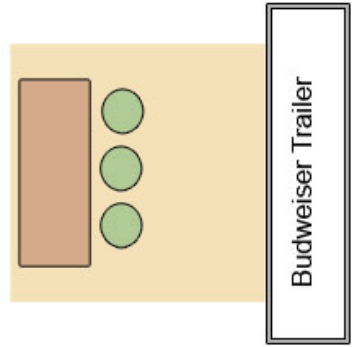
Children's Activities



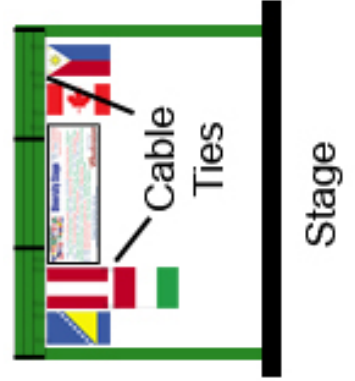
Volunteer



Beer Booth



Budweiser Trailer



Passport / USA Booth

