

# Site Teardown supervised by Charles Borders, Victoria Thompson

## All Volunteers, All Shifts, All Stations

- Check at the Site Coordination Tent in the smaller parking lot near Gate 2
- Maintain a clean & organized work area. Use care with all materials/equipment - we reuse.
- Do not leave early unless area is completely clean, all supplies properly put away and you are released by Site Coordinator at Site Tent.
- After your shift check out at Site Coordination 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 teardown crew will help dismantle all the festival booth areas, the perimeter fencing and our signs around the park. After all festival equipment is dismantled it will be taken to our storage unit and a final inspection/cleanup of the park performed.

**Bin contents:** Tools for your use are in bins labeled site and should be stored in the truck or site tent in the small parking lot. Replace anything you use as soon as you finish. Contents include - screwdrivers, cable cutters, duct tape, rags, gloves, pens.

**7:00 pm - 10:00 pm, 8:30 pm - 11:30 pm:** Volunteers will work on the following simultaneously, neatly gathering all festival materials and bringing them to the site tent. All trash, such as cut cable ties should be put in trash. BE GENTLE with all tents, signs, banners etc - WE REUSE EVERYTHING Possible. Do NOT throw away banners for Gates, Merchandise, Information, Passports, Children's Activities etc - all of our tents.

- Remove all signs from fence and roll or stack them neatly by Site Tent. Cut off & throw away all cable ties.
- Roll fencing sections (remove all ties - except labels on end of sections) as neatly & compactly as possible. Secure rolled fence sections with cable ties & bring sections to Site Tent.
- Remove ties from posts, stack them in groups of 6 and secure tightly with cable ties at both ends.
- Pull pvc out of plywood stands on free standing posts and take all back to the Site Tent/Truck.
- Take down 5 festival banners w/ schedule & map on main walkways. Remove ties from posts and throw ties & banners in trash. Stack and secure posts in groups of 6 with cable ties. Bring all to Site Tent.
- Take down all festival small signs throughout the park. Pull out wire stands, stack & secure with cable ties. Stack signs & bring to Site Tent.
- Take down banners to volunteer/vendor/vip entrance & carefully roll back up for next year. Cut ties carefully & throw away ties.
- Take down stage banners & throw away. Fold tables and chairs from stage areas & bring inside building. Take down flag backdrop - carefully cut ties on flags, fold flags, put in bins, bring to Site Tent. Throw away all cable ties. Leave towers & other sound company equipment.
- Leave largest 10' table (marked BGIF on bottom) & 3 chairs set up at Site Tent.
- At 8:30 go to festival booth areas to assist their volunteers in bringing tents and bins with all materials to Site Tent and tables/chairs to building. Be sure all decorations, signs and ties have been removed before attempting to fold tents. Do not force them. Make sure bins are neatly packed & brought to Site Tent.

Areas: Information Booth [1 tent, 1 wall, 4 tables, 2 chairs]; Merchandise Booth [1 tent; 1 wall, 3 tables, 2 chairs]; Volunteers Tent [1 tent, 1 table, 3 chairs]; Passports [2 tents, 3 tables, 4 chairs]; Children's Activities [4 tents, 10 tables, 16 chairs]; Site Coordination Tent [1 tent, 1 table, 3 chairs]; Gates [1 tent, 1 table, 2 chairs each]; Stages [1 tent, 1 table, 50 chairs each], Dressing Room [1 tent, 1 table, 1 chair]; Beer Booth [3 chairs, 3 tables]. (see Fest Booth Setup)

- Load all festival equipment on to truck according to supervisor's directions.
- Accompany Site Manager to the storage unit to unload and organize all festival property.
- Walk around entire site to make sure there is nothing left from the festival including: all trash, even small bits, all signs, posts etc. Bring any lost & found items to Site Tent.
- Make sure all trash bins are by the dumpsters in the large parking lot.
- There should be no evidence in the entire park that our event took place.