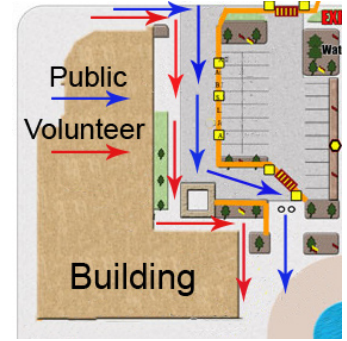


# Site - Traffic supervised by Victoria Thompson

## 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:** Control Traffic flow, Site troubleshooting.

**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.

Printable versions of maps: Sprinkler System, Park Map, Park Map - Site Only, Fest Booth Setup

## Friday Night 5pm - 10pm

- Make sure paint sticks are accurately marking all vendors spaces according to the Park Map. Make sure vendors are setting up in proper locations & registration is displayed.

## 7:00am - 10:am:

- Secure parking lots [4 assigned; Supervisor Victoria Thompson] - anyone entering must be on permit list or be a performer or vendor needing to quickly unload onto the sidewalk. Control closed portions of streets. Keep all vehicles except for those listed to unload out of closed half of street.
- Assist Site Manager: assist Site Manager in troubleshooting any site issues such as electric problems. Help direct other volunteers from the Site Tent.

## 9:30 am - 12:30 pm; 12:15 pm - 3:15 pm; 3:00 pm - 6:00pm:

- Secure parking lots, closed streets section [4 assigned] - anyone entering must be on permit list or be a performer needing to quickly unload onto the sidewalk.
  - Control closed portions of streets (inside lane on College & State). Keep out all vehicles except performers needing to unload, cars with reserved spaces or those needing handicap access (ie. wheelchair, person unloading on sidewalk).
  - Allow festival goers to exit through parking lot.
  - Vendors are to be set up by 9 and dismantle booths no sooner than 7 pm - therefore NONE are permitted to bring vehicles in these areas during that time period.
  - Direct festival goers to gate and make sure they are lining up properly.
- Assist Site Manager: assist Site Manager in troubleshooting any site issues such as electric problems. Help direct other volunteers from the Site Tent.

## 5:45 pm - 8:45 pm:

- Secure parking lots [4 assigned] - anyone entering must be on permit list or be a performer needing to quickly unload onto the sidewalk. Control closed portions of streets. Keep all vehicles out of closed half of street until 7 pm.  
At 7 pm
- Assist Site Manager: assist Site Manager in troubleshooting any site issues such as electric problems. Help direct other volunteers from the Site Tent.