

Welcome:

Everyone a special Thank You for signing up to volunteer at the Texoma Earth Day Festival. Please fill out a volunteer registration forms if you haven't already done so. You will be asked to sign up for specific time slots. When you arrive at the festival, please go immediately to the Information Booth and sign in. The Volunteer Coordinator will assign your specific task depending on the immediate needs of the festival. If your task is completed before your shift ends, please return to the Information Booth for an updated assignment.

General Policies:

1. We have asked food vendors to avoid Styrofoam containers and to sell drinks in containers that can be recycled. We will have a water station for distribution of filled water bottles with free refills all day. The vendors will all be provided with water bottles as they arrive.
2. We will provide recycle containers and trash containers. We expect to generate very little real trash and want to encourage recycling. Please assist vendors and attendees with using the appropriate containers.
3. There will be a Sherman Police Officer on duty as our security guard. If there is an incident on the grounds, he needs to be notified. He will radio for backup. Please notify the Information Booth if the police officer needs to be contacted.
4. The sponsors and schedules will be posted on signs at the information booths and workshop tents. The hourly announcements from the Gazebo will be limited to announcing the coordinated events of the festival and thanking our sponsors. If vendors ask you to have something announced, please refer them to Amy.
5. Lost children should be taken to the Information Booth if you are not able to locate a parent or guardian quickly. The MC will make all lost children announcements.

Familiarization:

Attendees will expect you to be familiar with the event. You should be able to direct them to the different coordinated activities, know where to find specific vendors, know the types of vendors we have, be familiar with the workshops being offered, and have a general idea of the schedule. We don't expect you to memorize everything, but it will help to know where to find details in the printed program.

You will be given a map and map key. The map will also be in the printed program. If there are last minute additions or changes, updated maps will be made available to volunteers at the Information Booth. There will be no changes to current locations and vendor space numbers, just spaces added as needed. You have been given a schedule of events and a list of coordinated activities. This should not change, unless we are able to fill a couple of open spaces. Those will be added to signs at the festival. Please study all of these materials so you can answer questions. When you check in, please look over the printed program so you are familiar with the layout and can find information in it. Please redirect our guests to the Information Booth only as a last resort.

Team Work:

Everyone involved in planning and coordinating the Earth Day Festival, including the event volunteers, is one team. We all need to work together to make sure the event runs smoothly. We all have to make sound decisions and take action if any problems arise. Our festival generates very little trash, but please pick up anything you see on the ground to help keep the grounds beautiful and assist in using the recycle containers for disposal.

Our Goal:

We want everyone who attends Earth Day Festival to feel as though they have been welcome guests and that we were excited and happy to have them be with us. Please enjoy yourself and share your enthusiasm for the festival with our guests. Striking up conversations about the vendors, the workshops, Keynote Address and coordinated events will help visitors know more about the wide variety of opportunities we have to offer. We want to make sure everyone enjoys every part of the festival!

Volunteer Duties:

Grounds Set-up Friday

1. Clean windows so that signs may be put up.
2. Measure and mark vendor spaces with spray paint
3. Bring all material and supplies to Ballroom and stage for Saturday
4. Make sure Ballroom set up is done correctly
5. Set up funeral home tent for part of the food shelter area (usually done by funeral home staff with our help)
6. Tape recycle signs on recycle bins
7. Hang all banners and pound stakes to hang signs

Depending on the weather forecast this may move to Saturday Morning

8. Set up 2 10x10 pop up tents for information booth
 9. Set up four 10x10 pop up tents for workshop area
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Early Morning Grounds Set Up Day of Event

1. Make sure street barricades are in place by 6:30 am
2. Direct vendors to vendor parking area on Rusk Street
3. One person will be needed to monitor Elm Street and City Hall parking lot to make sure no one parks in either place. Any vendors who use Elm Street to unload must remove their cars before 8:00 am
4. Assist vendors with unloading vehicles and set up as able
5. Distribute water bottles and support materials to vendors
6. Collect numbered signs from vendor spaces
7. Attach sponsor signs to sponsor booths (list will be provided)
8. Distribute QR Codes

Liaison Jobs (Music, Workshop Leaders, Vendors)

1. Greet the people you are liaison to
2. Direct the people to the appropriate areas
3. Workshop liaisons will keep time, make hourly announcements, assist speaker with set up of materials, and deal with any disruptive behavior

Information Booth

1. Be extremely familiar with all aspects of the event and able to answer questions very quickly
2. Hand out programs
3. Point out where to find information in the program regarding workshop schedule, children's activities, coordinated events, etc.
4. Hand out cloth bags (one per group)

Water Station

1. Fill and distribute water bottles
2. Keep water jugs filled with cold drinking water

Floor Team

1. In essence, we are all part of the floor team, but we need several people assigned to that responsibility. This job also requires a good degree of familiarity with the event.
2. Walk around the grounds and work as trouble shooter, requires ability to make identify things that are not running smoothly, make decisions to facilitate issues with festival, or make contact with appropriate people by cell phone
3. Give directions to different activities at the festival (requires knowing the festival map well)
4. Help keep the grounds clean, placing recyclable materials and trash in appropriate containers
5. Assist vendors by giving bathroom breaks, bringing them water and food as needed
6. At 10:45 am, walk the grounds to announce Keynote Address to all vendors and attendees.

Break Down / Clean Up

1. Break down the 10x10 tents from workshops and information
2. Break down the funeral home tent (this is normally done by the Funeral Company employees)
3. Collect all signs and banners
4. Clean up grounds
5. Assist vendors with loading up as needed
6. Haul Materials back to church