

# 2021 Grand Baldwin Festival Overview of Volunteer Roles

*Updated 9-9-2021*

Thank you for your interest in volunteering at the Grand Baldwin Festival! This document provides an overview of available volunteer roles at the festival. Individuals that wish to volunteer must fill out the Volunteer Sign-Up Form available on the festival website. The completed form must be returned as soon as possible to [BaldwinFestival@gmail.com](mailto:BaldwinFestival@gmail.com). Volunteers will be contacted via email prior to the festival with additional instructions. On the day of the festival, volunteers will check in at the Volunteer Check-In table for sign in, confirmation of assignment designation, and the pickup of "STAFF" volunteer vests. Please note, volunteers will be required to wear a face mask at all times during the festival. We appreciate your cooperation in helping us keep this a safe event!

## **1. Set-Up Team: 5 Volunteers**

This team of volunteers will help with initial grounds cleanup, set up decorations, post signs and regulations throughout the event area, help with the set-up of tables and seating for the food plaza and performance stage area, and set up hand sanitizing stations. Additional assistance may be needed for other set-up tasks.

## **2. Entrance Team: 10 Volunteers**

This team of volunteers will direct attendees through all five festival entrance points and ensure attendees are wearing masks as required. Two volunteers will staff each entrance including along Prospect Street, the pedestrian walkways from Grand Ave and Merrick Road, and the two additional parking lot driveways into the festival area. Volunteers will hand out masks to attendees that do not have them. Volunteers will wear gloves when handing out masks. Volunteers will also keep an eye on hand sanitizing stations at the entrances and report any refill needs to the volunteer managers.

Volunteers will be provided with copies of the festival map for any questions regarding vendor booth locations. Volunteers need to be attentive and able to communicate effectively to attendees, vendors, and volunteer managers if there is an issue. Volunteers that encounter attendees not cooperating with the mask requirements shall report the issue to a volunteer manager immediately.

## **3. Parking Team: 6 Volunteers**

This Parking Team volunteers will set up parking signage and traffic barricades and will direct traffic accordingly. Volunteers will assist vendors and attendees with parking location and availability to the best of their knowledge, to maintain a safe traffic flow.

A dedicated area for temporary vendor parking will allow for equipment drop off close to the festival area. Volunteers are needed to ensure that vendors remove their vehicles from the temporary drop off area immediately after set-up is complete to allow for other vendors to come in. Vendors will be directed to park in the municipal parking lot behind the Fire House to clear up space for attendees closer to the festival.

#### **4. Volunteer Manager Team: 2 Volunteers**

The Volunteer Managers are responsible for supervising the volunteer staff within their assigned areas. Managers must be vigilant and assertive in identifying when someone may not be the perfect fit for a role and can provide more suitable alternatives.

Managers will keep record of volunteer arrival and departure times, role changes (if a permanent change was made). They will also distribute and collect staff vests upon arrival/departure of volunteers. Volunteer managers will remain in close contact with the Festival Planning Committee leadership to provide updates throughout the festival.

Volunteer Managers: Linda Linhart and Marci Efthymiou

#### **5. Sales: 2 Volunteers (1 handling food items & 1 handling money)**

This team of volunteers will work the merchandise booth (coffee, water, etc.). Anyone handling food/refreshments is required to wear gloves. Sales volunteers will be provided cash at the time their shift begins to provide change to customers as needed.

#### **6. Stagehand: 2 Volunteers**

This team of volunteers will help backstage and provide the artist(s)/performer(s) with everything they need prior to their performance.

Stagehand volunteers can also assist with everything from tech and stage set-up to keeping track of the performance line-up (including time limit), to make sure the show goes as planned.

#### **7. Photographer: 3 Volunteers**

Volunteer photographers will help document the entire event, including pictures/videos of vendors selling their products, attendees walking around the festival grounds, artists/dancers performing on stage, and festival volunteers in action. All media will be used on social media and the festival website to promote festival vendors and sponsors, as well as future Grand Baldwin Festivals. Photographers who are looking to build their portfolio are encouraged to volunteer.

## **8. Runner/Floater: 5 Volunteers**

A team of volunteer runners can fill in the gaps or even take over a role for a no-show volunteer or when someone needs a break to step away for lunch, use the restroom, take a 15-min break, etc. This team can help ensure that when an issue arises, a volunteer is ready to assist quickly.

## **9. Usher/Information Team: 3 Volunteers**

This team of volunteers provides information throughout the event grounds to help attendees with location of vendors, restrooms, first aid, etc. Volunteers will also be reminding attendees of the mask requirements if they notice attendees not wearing a mask.

Ushers will walk the area and report any concerns to festival leaders and volunteer managers. This team will have access to all the information they need to help attendees and vendors.

## **10. First Aid: (EMT/Fire Dept. will be present)**

The Fire Department will be located on Prospect Street to assist with any first aid issues on the festival grounds.

## **11. Security: (Police Department will be present)**

The NCPD First Precinct will have police officers present within the festival grounds and at the crosswalk on Grand Avenue and Prospect Street, to assist attendees with safely crossing Grand Avenue.

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## **Volunteer Time Slots Available**

- 9:00 am - 12:00 pm: Setup
- 11:30 am - 2:30 pm: Festival shift 1, includes setup
- 2:00 pm - 5:00 pm: Festival shift 2, includes cleanup
- 4:00 pm - 6:00 pm: Cleanup

## **Volunteer Sign-Up**

Interested in volunteering? Please fill out the Volunteer Sign-Up Form and email it back to [BaldwinFestival@gmail.com](mailto:BaldwinFestival@gmail.com). Thank you!