

Volunteer Responsibilities

- **ALL**
 - If you don't already have it, pick up your Staff shirt in Fellowship Hall
 - Check in with your Area Contact
 - General Volunteer Coordinators are: Chuck Petrach (262)939-2358, Dan Quella (262)994-2699
- **FESTIVAL TENT SETUP/TAKEDOWN – ARRIVAL TIME: 9:30am**
AREA CONTACT: Marv Campbell (262)909-2742
 - Tent will be set up by the rental company. Tables and chairs will be stacked/placed in the Fellowship Hall basement of the church.
 - Move tables and chairs from church to the tent following the layout map provided by the rental company. Of course, if you feel modifications are needed, feel free.
 - 8 Garbage barrels will also be dropped off in the garage. See Mark Henkel or a member of Building and Grounds, or Steve Jacobson for the garage code if needed.
 - Strategically place barrels on the outskirts of the tent and around the grounds. Put in barrel liner bags
 - Assemble and place recycle bins by the garbage barrels.
 - For takedown, reverse the process.
 - Tables and chairs clean and moved into church
 - Garbage cans must be emptied, cleaned "as delivered". Use hose by rear entrance or other to clean as needed.
- **M.C. / ANNOUNCER – ARRIVAL TIME: 10:45am, AREA CONTACT: Steve Jacobson (262)902-3370**
 - "runs the show", promotes excitement.
 - Responsible for all general and specific announcements which could include: raffle announcements, band times, food availability, advisory announcements, special event/demonstration announcements, closing time, and probably more.
- **FESTIVAL TENT - CLEAR TABLES / ETC – ARRIVAL TIME: 11:00am**
AREA CONTACT: Marv Campbell (262)9909-2742
 - Be a host!
 - Clear and clean tables (using provided cleaning solution and equipment) for guests so anyone wanting to sit in the tent has a clean, hospitable area.
 - Assist guests with carrying food, finding a chair or giving any directions or assistance needed. If you don't know, find someone who does.
 - Inform appropriate staff as/if needed for garbage/recycle pickup. Or do it yourself! Bins are by garage.
- **ROVERS – ARRIVAL TIME: 10:30am**
AREA CONTACTS: Dan Quella (262)994-2699, Chuck Petrach (262)939-2358
 - Be a host!
 - Assist guests in any way in order to make the guest experience great and enjoyable.
 - Assist staff as needed. This may include filling in a staffed position for breaks, or newly discovered tasks that need to be done to make the guest experience fantastic.
 - Be in contact with the Volunteer Coordinators as needed to make sure all areas are staffed appropriately
- **KIDS AREA / CARNI GAMES AREA – ARRIVAL TIME: 10:00am**
AREA CONTACT: Connie Gardner (262)993-2866
 - Channel your inner kid and make it fun. Smile!
 - Locate and set up the carni games
 - Staff the carni games; run the games, hand out prizes, maintain order, maintain fair access to the games.

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- **KIDS AREA / GENERAL / BOUNCY AREA**

ARRIVAL TIME: 10:00am, AREA CONTACT: Connie Gardner (262)993-2866

- Smile, this is supposed to be fun!
- Maintain a safe environment in and around the bouncy houses
- Maintain order and fair access to the bouncies
- Assist guests entering and leaving the bouncies
- Assist with gathering of belongings (shoes, etc) as needed

- **INSIDE - INFO / DIRECT / WATCH ARRIVAL TIME: 10:30am**

AREA CONTACT: Mark Henkel (262)632-0109

- Help direct guests to bathrooms.
- Assist guests with any needs: direct them to or get the appropriate people if additional assistance needed (Marc Henkel, Volunteer Coordinators/Rovers, or others)
- Keep people out of restricted area. If you need assistance, contact Volunteer Coordinators/Rovers, or other appropriate person.
- Rovers should be coming through regularly.
- Check restrooms as need for supplies. Contact Mark Henkel as needed for supplies or cleaning
- Pick up area as needed.

- **VENDORS / COMMUNITY SERVICE TABLES – ARRIVAL TIME: 9:00am, vendors can begin arriving at 9:00am**

AREA CONTACT: Anna Nielsen (262)412-4482

- Direct vendors where to setup
- Assist with any vehicle movement/parking
- Be available if a vendor needs assistance

- **TRAFFIC - CAR SHOW PARKING AREA – ARRIVAL TIME: 9:45am, Show cars can begin arriving at 10:00am**

AREA CONTACT: Scott Skaar (262)909-7050

- Pick up a safety vest in Fellowship Hall
- Under direction of car show staff, direct show cars where to park.
- Accommodate special space requirements for things such as their personal signage, a place to set up their chairs, etc
- When show cars are leaving, direct show cars to the correct exit location.
- Help maintain appropriate speed within the car show parking area. Use the “Whoah” hand gestures if needed.
- Lots of thumbs up too, car people like that.
- Make it enjoyable for the entrants!

- **PEDESTRIAN CROSSING GUARD ARRIVAL TIME: 10:30am**

AREA CONTACT: Paul Rossman (262)994-0345

- Direct people across the driveway safely
- Be aware of cars entering or leaving the show grounds
- Be aware of which direction traffic is going at that time
- STOP TRAFFIC as needed for safety of pedestrians

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- **TRAFFIC - OHIO ST, PERRY AVE, PARKING ENTRANCE ARRIVAL TIME: 9:30am Food trucks can arrive at 10:00, AREA CONTACT: Paul Rossman (262)994-0345**
 - Pick up a safety vest in Fellowship Hall
 - On assigned streets, direct cars into the church parking lot
 - Two, or three persons at end of church driveway to assist with vendor and food truck load-in
 - Deploy cones to block driveway and post Loading Zone signs
 - Stop people from turning into driveway, especially from northbound Ohio St
 - For southbound Ohio St traffic, UNLESS THEY ARE A VENDOR OR FOOD TRUCK:
 - Direct people to SAFELY turn around, (either at the break or at the corner of Ohio and Graceland), go to Westway Ave all the way down and left into church parking lot.
 - In lot, show cars, stay left, right for general parking. People in lot will direct as well
 - THIS AMY CHANGE IS SHOW GROUNDS ARE TOO WET!
 - If church lot is full, direct people to either street parking or the Goodland School staff parking lot (NE corner of Ohio & Graceland)
 - Food Truck Parking:
 - Move cones and allow FOOD TRUCKS onto driveway. Replace cones. Might get tight! A couple are BIG.
 - If space is a problem, consult leader to help determine how to place them.
 - Vendor Parking:
 - Preference is for them to unload on Ohio, then park in Goodland Staff lot at Ohio & Graceland.
 - Until 10:00. allow vendors in and direct to far north side of lawn to unload. Then park at Goodland staff lot
- **TRAFFIC - CHURCH ROADS ARRIVAL TIME: 9:20am Cars can begin arriving at 10:00am AREA CONTACT: Paul Rossman (262)994-0345**
 - Splitter – One or two people where show cars split from general parking. One splitter will hand out car show goodie bags (first 50, until they run out)
 - One person at the end of the show car lane at top of hill. (With Radio for contact with Ped Crossing/Car Show)
 - ONE WAY INTO CAR SHOW PARKING
 - Stop general parking cars from going down the hill to show car area
 - Direct pedestrians to enter festival on south road by kids games
 - NO PEDESTRIANS ON THE NORTH SIDE DRIVEWAY!
 - At some point, show cars will be leaving, and hopefully no more arriving
 - Reverse North driveway one way
 - Stop general cars from going down the hill to show car area
 - Remove Show Car Parking sign
- **SIGNAGE - SETUP / TAKEDOWN – ARRIVAL TIME: 10:30am AREA CONTACT: Steve Jacobson (262)902-3370**
 - There will be numerous signs around the festival, in Fellowship Hall
 - Take signs and place where directed. A map will be available.

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- **Garbage - Setup / Pickup / Takedown– ARRIVAL TIME: 10:30am**
AREA CONTACT: Marv Campbell (262)909-2742
 - If garbage and recycle barrels/bins are not out, place strategically around the festival grounds
 - Place bags into barrels/bins
 - Remove bags and place in garbage/recycling rollofs in parking lot by garage
 - Clean barrels as needed for pickup and place where back in garage.
- **Water Station– ARRIVAL TIME: 10:30am, AREA CONTACT: Marv Campbell (262)909-2742**
 - Set up/take down water station
 - Hand out water to those needing/wanting it
 - Replenish water as needed
- **Power / Sound / Bands - Help as needed– ARRIVAL TIME: 10:00am, AREA CONTACT: Sound guy**
 - Be a gopher as needed by the sound person or bands
 - Don't get in their way
- **First Aid– ARRIVAL TIME: 10:30am, AREA CONTACT: Gary Czieczka (414)587-9993**
 - Under the direction of the First Aid lead:
 - If serious injury (more than a band-aid), call 911
 - Comfort those in need, ask rovers for more chairs or other supplies as needed
- **Raffle– ARRIVAL TIME: 10:00am, AREA CONTACT: Dawn Jacobson (262)902-3373**
 - Under direction of the Raffle lead:
 - Sell raffle tickets
 - Maintain
 - Draw winning tickets
 - Provide winning payouts and any needed tax forms