

FREMONT FAIR

Volunteer Handbook

June 16 & 17, 2012
Fremont Neighborhood
Phinney Avenue N & N 35th Street
Seattle, WA 98103

Please consider the environment before printing this handbook, read it online instead!

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1. Welcome

Hello and thank you for playing a critical role in supporting this year's Fremont Fair, benefiting the Fremont Chamber of Commerce. This event would not be possible without your involvement. We look forward to working with you at the festival and hope that you have an amazing experience!

Please be flexible. Like any large event, things are apt to change last minute at the Fremont Fair. We ask that you are flexible during your shift, as we may have to position you somewhere other than where you were scheduled if a new need arises. If you are uncomfortable with the task assigned to you, please let us know.

Questions? Not sure what shift(s) you signed up for? Log into your Bold Hat Shiftboard account and click on "My Shifts" to view your scheduled time slot and volunteer position. You may also call or email our Volunteer Coordinator at 206.633.0422 or volunteer@boldhatproductions.com.

2. Event Dates & Hours

Saturday, June 16th 10am-8pm

Sunday, June 17th 11am-6pm

3. About the Fremont Fair

Presented by the Fremont Chamber of Commerce June 16 and 17, the **41st Annual Fremont Fair** is a community celebration that draws 100,000 guests to experience the quirky character of Seattle's eclectic and artistic Fremont neighborhood. Coinciding with Fremont Arts Council's Solstice Parade, the Fremont Fair includes performances by local bands, arts and crafts shopping, food and drink, artistic expression and fun for young and old – all coming together to celebrate Fremont's "delibertas quirkas" culture.

Cost and Information: FREE! Donations made on the Fair's information booths and beer gardens benefit a number of area non-profits. A portion of the funding is reserved for Solid Ground, a local poverty-focused nonprofit who produced the Fair for nearly 40 years. The remaining funds go into the Fremont Chamber of Commerce's grants program and are awarded to non-profits to fund projects that benefit the Fremont Community.

4. Benefits for Volunteering

All volunteers will receive a volunteer t-shirt and two drink tickets to use in the beer and wine gardens.

Note on drink tickets: Due to WA State Liquor Law, volunteers are not allowed to use their drink tickets (a.k.a. drink) before or during a shift. Once your shift is over, you are welcome to use your drink tickets. If you are volunteering on the last shift on Sunday night, you are welcome to use your drink tickets on Saturday.

5. Important Things to Know

- a. **Plan to arrive at least 15 minutes early for your volunteer shifts!**
- b. There are no official breaks, but if you need to use the restroom or take a water break during your shift, please let your area manager know so they can find someone to cover. We will have snacks and water available at Volunteer Check-In.
- c. **We are counting on you!** If you've signed up for a shift, please make every effort to show up. We can't have a successful event without each and every one of you!
- d. If you think someone has had too much to drink, notify your Area Manager and they will address the situation. Signs to watch out for are slurred speech, fumbling, lack of physical coordination, loud or angry behavior, or boisterous or show behavior.
- e. Please fill out the volunteer evaluation that you will receive via email after the event. Your feedback is really important and makes a difference!

6. Location & Parking

- **Location:** Seattle's Fremont neighborhood – main activities occur west of Fremont Avenue North on N 35th Street and North 34th Street/Canal Street.
- **Parking:** Parking can be found throughout the Fremont neighborhood. Please come early the day you volunteer because parking can be sparse, especially if you are volunteering in the afternoon or evening. You can also bike or take the number 26 bus, which goes from Downtown Seattle to Greenlake.

7. Lost and Found

All lost and found articles that are turned in will be located at Volunteer Check-In. After the event, all collected items will be held at the Bold Hat Productions office. If you are trying to locate a missing item after the event, please call 206.633.0422.

8. Emergencies

If there is an emergency, contact your Area Manager or someone with a radio and let him/her know exactly what the situation is. We have first aid kits on site and can make sure the necessary actions are taken for the severity of the emergency.

9. Volunteer Check-In

The Volunteer Check-In Tent is located at the 35th/Phinney Information Booth. The Fremont Fair volunteer coordinators will check you in and provide you with a volunteer t-shirt. Your Area Manager will then come and greet you, tell you about your position and take you to the location in which you will be volunteering.

Please bring only what you need to the event and if possible keep your belongings on you (wallet and keys). Small bags/coats can be stored at Volunteer Check-In but space is limited and not secure.

10. Volunteer Check-Out

All volunteers must check out after each volunteer shift. If you choose to stay and use your

free admission after your shift, we will ask that you change out of your volunteer t-shirt and you will receive your 2 drink tickets. If you choose to come back at a later time to use free admission, we will check you out to verify you have completed your shift. When you return, come back to Volunteer Check-In to receive your drink tokens.

11. What to Wear/Bring

You will be given a Fremont Fair t-shirt to wear during your shift. ***Please only wear the volunteer t-shirt while you are volunteering, as we would like to avoid confusion from attendees who may ask for your help while you are not volunteering. This also helps to make it clear that volunteers are not drinking.*** Please make sure to wear comfortable clothing and shoes as you may be standing and walking for much of your shift. Also make sure to wear something that you don't mind getting dirty.

12. Contact Information

Please only call these phone numbers during the weekend of Fremont Fair!

- Fremont Fair: 206.633.0422
- Lacey Lybecker, Volunteer Coordinator: 206.947.1294

13. Volunteer Job Descriptions

- **Production/Set-Up:** We need some heavy lifters to help get the venue set-up (tables, chairs, banners, etc) along with moving some kegs out into the event. It's a great way to get your hours in early and get a good workout! (Must be able to lift 50+lbs.)
- **Greeter:** We need knowledgeable volunteers to greet our Fremont Fair guests at the festival entrances. You will be handing out maps/programs, answering frequently asked questions, and informing people of activities taking place at the Fair. A good knowledge of Fremont and all it has to offer is also recommended.
- **Beer and Wine Pouring:** We need volunteers who are able to work in a fast pace environment with excellent customer service skills and friendly attitude to work as beer pourers and serving/clean-up assistants in the Fremont Fair Beer Gardens.
Merchandise: Our guests come back year after year to collect the newest Fremont Fair souvenir and we need enthusiastic and detailed-oriented volunteers to assist our cashiers with their purchases.
- **Dog Parade:** We need volunteers to assist in setting up for the Fremont Fair Dog Parade - putting out water bowls, helping with registrations, and lining up the pups for their walk through the Fair.
- **Volunteer Floater:** We have large amounts of volunteers checking in and checking out all at the same time! We need your help with the check-in and check-out process for the first hour or so of your shift. Then we will place you where there is a need - beer pouring, glass washing, spirit sampling, ticket booth, etc. The position requires a warm, welcoming smile and a go-with-the-flow attitude.

14. THANK YOU!

Thank you for volunteering at the Fremont Fair! We couldn't do it without the tremendous help of all the volunteers that make it all possible! Volunteers will receive a volunteer t-shirt

and 2 drink tickets to redeem in the Beer and/or Wine Garden for each shift volunteered. You also have the opportunity to network with fellow volunteers and the good feeling that comes with helping to raise money for a deserving organization such as event beneficiary, the Fremont Chamber of Commerce.

If you have any questions, concerns or comments, please email us at volunteer@boldhatproductions.com.

