



2017 Volunteer Registration

All forms must be submitted by Friday, September 15, 2017

Festival Dates and Operating Hours: Saturday, September 23 and Sunday, September 24 • 11 AM–6 PM

Festival Location: 1040–1190 W. Granville Avenue • Event Website: www.edgewaterartists.com

CONTACT INFORMATION (Please type or print legibly)

Name _____

Address _____ City _____ State _____ Zip _____

Phone (Day) _____ (Night) _____

Email (required) _____ Are you over 21? Yes No

Organization/company affiliated with _____

I would like to work with (friend/relative/partner) _____

Who referred you? How did you hear about EAF? _____

PLEASE NOTE: As a safety and security measure, all volunteers will be asked to show a valid ID at check-in.

REQUESTED ASSIGNMENT

Please indicate your 1st, 2nd and 3rd choice for the shift you wish to be assigned (see information to the right).

We make every effort to accommodate your first choice on a first come, first served basis.

1st _____ 2nd _____ 3rd _____

I would like to volunteer for additional shifts.

1st _____ 2nd _____ 3rd _____

Please indicate if you would like to volunteer for:

Pre/post event errands, pick-ups or deliveries (postering, banners, etc.)

T-shirt size _____

Volunteers must wear Volunteer T's at the event.

Volunteers must check-in at the Volunteer tent at least 15 minutes prior to the start of the shift.

SHIFT INFORMATION

See reverse side for duties of each area.

Saturday, September 23

- ARTIST LOAD-IN** (1) 7:00–10:30 AM
- SET-UP** (2) 7:30–10:30 AM
- GATE** (3) 10:30 AM–1:30 PM (4) 1:00–4:00 PM (5) 3:30–6:30 PM
- BEVERAGE** (6) 10:30 AM–1:30 PM (7) 1:00–4:00 PM (8) 3:30–6:30 PM
- KIDS AREA** (9) 10:30 AM–1:30 PM (10) 1:00–4:00 PM (11) 3:30–6:30 PM

Sunday, September 24

- GATE** (12) 10:30 AM–1:30 PM (13) 1:00–4:00 PM (14) 3:30–6:30 PM
- BEVERAGE** (15) 10:30 AM–1:30 PM (16) 1:00–4:00 PM (17) 3:30–6:30 PM
- KIDS AREA** (18) 10:30 AM–1:30 PM (19) 1:00–4:00 PM (20) 3:30–6:30 PM
- TEAR DOWN** (21) 5:30–7:30 PM

For the safety, security and benefit of our participants and guests, volunteers must abide by the rules and guidelines on the reverse side. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

I acknowledge that I have read, understand and will comply with the rules and guidelines as set forth.

PRESENTED BY



PRODUCED BY



VOLUNTEER SIGNATURE

DATE

VOLUNTEER RULES AND GUIDELINES

GENERAL

- All Edgewater Arts Festival (EAF) participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at the Edgewater Artists in Motion's (EAIM) discretion.
- As a safety and additional security measure, **all volunteers must show a valid ID** at check-in.
- Mistreatment of staff or volunteers will not be tolerated. BBIG/EAIM reserves the right to remove any individual or company from the event and ban from future Big Buzz Idea Group productions.
- This event will be photographed and/or videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Edgewater Arts Festival, Edgewater Artists in Motion and/or Big Buzz Idea Group.

ON-SITE REQUIREMENTS

- Volunteers must check-in at the Volunteer Tent for their assignment upon arrival. Each volunteer will be provided with one t-shirt by the Edgewater Artists in Motion at sign-in prior to the start of the Volunteer's first shift. There are no on-site changing facilities.
- Volunteers in the Beer Tents must be 21 or older. **NO exceptions!**
- Upon completion of each shift, volunteers must **sign-out** at the Volunteer Tent.
- Volunteers are asked to arrive for their shift 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition.
- Volunteers **will not** be allowed to drink alcoholic beverages while on duty.
- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

SHIFT DUTIES

- **ARTIST LOAD-IN:** Direct artists to booths, hand out artist packages, maintain traffic flow.
- **GATE:** accept entrance donations, hand out schedule, donation stickers. Volunteers must be friendly and outgoing to interact with festival-goers.
- **BEVERAGE:** check ID's and provide wristbands for 21 and over, pour and hand out beverages.
- **KIDS AREA:** assist with activities

If you are not able to stand for the entire shift, please let us know as this will impact your placement.

LIABILITY LIMITATIONS

- EAIM, BBIG, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.

SUBMIT YOUR VOLUNTEER REGISTRATION FORM TO

Patricia Levine via email: pac0225@comcast.net

OR via mail to:

Edgewater Arts Festival

c/o Big Buzz Idea Grop

4055 W. Peterson Ave., Suite 105

Chicago, IL 60646

Please contact Patricia Levine (pac0225@comcast.net) with any questions regarding volunteering.

Thank you for volunteering. We couldn't do it without you.