



MARTINARTS PRESENTS

ArtsFest

FEBRUARY 11 & 12
GAZEBO PARK, STUART



VOLUNTEER POSITION: Artist Check In (Friday, February 10)

GENERAL DESCRIPTION

Assist artists during festival set up by checking in artists as they arrive, distributing Artist Welcome Packets, and locating/directing them to their assigned area.

DUTIES/RESPONSIBILITIES

- Attend volunteer orientation to get acquainted with your job duties, meet the ArtsFest staff and committee, pick up your volunteer t-shirt, and get the inside scoop on what is going on for the weekend.
- FUN is why we volunteer! Smiling is contagious.
- Greet artists as they arrive in their vehicles.
- Check them in on the master list.
- Give artists their welcome packets. Note: there may be notes on the packet indicating that proof of insurance is needed, additional paperwork is needed, etc. Attend to this.
- Volunteers will be given a marker and post-it notes. Write the artist's booth number on the post-it note and put it on the windshield so it is visible to you.
- Direct vehicles to assigned spots (either from entrance gate or from your assigned spot along the set up zone).
- Ensure vehicles are packed as close to the sides as possible in order to keep the center of the road clear for existing vehicles.

LOGISTICS (DAY OF)

- Arrive at the east gate ½ hour before official load in time to get layout, parking maps, stations, and protocols.
- Traffic moves through the middle lane of the event.

- Remind artists to park and offload in the lane directly next to their booth. Then move vehicle from event site, and return on foot to set up the booth.
- If you are assigned the set up zone, direct artists to their booths and make sure they comply with parking and unloading instructions.
- As artists are shown to their booth space, collect the booth number signage and return to the artist check in.

REQUIREMENTS

Physical

- Ability to be on your feet and walking for at least 4 hours.

General

- Patience is always a must.
- Ability to assess logistics of traffic flow (of artists arriving) and determine best course of action.

WHAT TO WEAR

- Wear your volunteer t-shirt.
- Dress comfortably for outdoors and listen to the weather.
- Bring rain gear, if rain is predicted – we still need you.
- Don't forget your sunscreen!
- Comfortable shoes are a must as you will be on your feet for most of your shift.

MISCELLANEOUS

- Safety is always the first priority; therefore, we ask that no alcoholic beverages be consumed while volunteering.
- We also ask that you leave your pets at home while volunteering.

While volunteering, please remember to treat everyone, visitors and other volunteers, with courtesy. If problems occur, please contact an ArtsFest Steering Committee Member. We are there to assist you and can be identified by our name badges. During the festival, Steering Committee Members will be checking volunteer locations to make sure everything is running smoothly. Please let them know of any concerns you may have. We want to make your volunteer experience fun and safe, so let us know what we can do to help.