



## **VOLUNTEER OPPORTUNITIES**

### **September 30, 2023**

Volunteers are the backbone of our organization and the face of our Festival! With such an important role to play, we want to ensure that we match up your interests with our needs, to make sure you are well prepared for your role, and that you have a great experience while volunteering so that our event is most successful for all involved. Volunteers will wear a bright vest at the festival to easily distinguish them among the crowd. Volunteers must sign up for at least one shift of four hours, giving time for you to enjoy some of the Festival before or after your shift, or do multiple consecutive shifts to fill up the day, or split the day into a few shifts. Please know that while we make every attempt to match up everyone as close as possible to the areas they expressed an interest in, we may require help in a different area on the day of the event to fill a gap so your assignment may not be guaranteed. A volunteer meeting will be held prior to the event to review the roles and responsibilities and to answer any questions.

Here are the possible ways in which you can help.

#### **1. Set-up**

We need volunteers on hand to help get everything ready starting two days before. Vendors and staff will come in early on the day of the event, so we'll also need many volunteers on hand to help with the last-minute set-up that is needed a couple of hours before the festival begins at 10 am.

## **2. Tickets**

Tickets are sold in ADVANCE only online, so all Festival ticketholders will be registered electronically. Additionally, there will be entertainers, vendors, VIP's, other volunteers arriving for various shifts, and others involved in the production who will check in and receive admission bands. Volunteers are needed to ensure that EVERYONE is wearing a wristband, otherwise they will be sent to the Admissions area to receive one and check their ticket status. Volunteers need to be knowledgeable about who is expected at the festival and be able to handle questions at Admissions.

## **3. Entrance team**

It is critically important that our event entrance is well managed. We need a team of volunteers who help direct ticketholders to Admissions for General Public, VIPs, and Entertainers, to scan tickets, apply wristbands and ensure that everyone gets through the Admissions area in a timely manner. Entrance volunteers need to be level-headed and able to communicate effectively with attendees if there is a problem. Programs will be handed out by volunteers at the entrance and attention called to the Festival Schedule and Map of the locations of where things happen and when.

## **4. Parking attendants**

Parking is the first point of contact with our festival attendees and so we want to avoid any confusion and frustration. There will be parking on site for festival attendees, vendors, VIPS, and others part of the festival production. Additionally, there will be satellite parking at CCRI, located one mile up the road from Chase Farm, with continuous bus shuttle service to and from Chase Farm. We need a volunteer team to help direct traffic and assist with parking at all locations. Our parking volunteers need to ensure that parking is made easy and safe.

## **5. Shuttle service**

The Chase Farm Park property covers a large expanse of land, and the festival takes place in the upper meadow. To transport people to the festival grounds,

there will be golf carts, serving as a shuttle from both the lower parking lot to the admission gate, and for the Vendors from their designated parking area back to their booth space. Additionally, public parking will be at CCRI, just 5 minutes up the road. Greeters are needed at the shuttles at both CCRI and at Chase to assist in loading and unloading and to give directions to ticketholders.

## **6. Information crew**

Hearthside will have an Information Tent near the entrance where there will be organizational materials and displays to learn more about what we do at the Great Road Heritage Campus and why proceeds from this event are important for the support of our mission to “preserve, protect, interpret and promote the history and heritage of Hearthside and the other Town-owned sites at Chase Farm Park.” This will be Information Central for any questions that arise. Event volunteers are needed to help attendees be informed of where different features are located and be stationed at this tent as well as throughout the festival grounds. Volunteers will help direct guests, alert them to different performance times and locations, and answer questions, or find regular staff to assist.

## **7. Merchandise Sales/Raffle**

As part of our fundraising efforts, the festival will offer merchandise for sale, with proceeds to benefit our nonprofit. There will be a small gift shop set up in the Information Tent, as well as a Raffle Table. Volunteers who have cash-handling skills and are also comfortable with credit sales are needed to adequately staff the tent and help to attract sales.

## **8. First aid**

As first aid is a specialized position, the town of Lincoln will man a separate Public Safety headquarters on site with trained safety personnel and EMT's. The Information Tent or any Hearthside staff should be notified of any type of emergency to get help immediately.

## **9. Security**

Security is another major area where the town of Lincoln will be supporting the event. Police detail will be enforcing security measures throughout the festival grounds. Our volunteers will also assist by being alert to security concerns and reporting any suspicious activity to our staff to contact the police.

## **10. Stagehands**

Our festival has multiple stages, performances, and feature areas such as photo opportunity scenes with performers. We need a team of volunteers on hand to help with backstage activity and provide the performers with everything they need. Specifically, help any with tech experience or previous stage management would be helpful with helping to make things run smoothly, but others who can be extra hands in these areas to assist with everything needed are also required.

## **11. Interactive Activities**

The festival is for visitors of all ages, and there will be activities of interest to everyone. With a dedicated area for children, a team of volunteers is needed who enjoy working with children to assist with crafts and games. There are also many activities taking place on the grounds which invite guests to participate in such as hayrides, demonstrations of colonial handcrafts, photo opportunities, workshops and more, all of which will each need volunteer support to make sure that each runs smoothly.

## **12. Advocates**

As a nonprofit, we have many goals with our festival. Not only do we need to create a positive and enriching experience for attendees, but we need to ensure that the event reaches our fundraising targets. Our volunteers are our ambassadors for our mission! You can help spread the word about the important work we are doing here on Great Road and encourage them to donate or join as a member or volunteer themselves. We will have organizational materials and information on other events we have coming up to help in advocating for support.

### **13. Photographers/videographers**

We are looking to create a team of skilled photographers and videographers who can help us document all aspects of the festival and capture the joy and excitement of it throughout the day. These images are needed for high-quality images needed to produce online and other media promotions for after the event and for future event promotions.

### **14. Floaters**

An important aspect of our event support is having volunteer floaters, those volunteers who can be there to do whatever needs to be done to assist other teams. For example, if there is a no-show volunteer who was assigned to a job, a floating volunteer can be pulled into that role to fill the gap.

### **15. Clean up**

To ensure that our festival does not impact the beauty and tranquility of this picturesque park, we need volunteers to not only help clean up at the end of the festival but throughout the day to keep trash in check. Town workers will be emptying trash barrels throughout the day, but grounds need also to be kept up with a volunteer team who will be equipped with trash bags and protective gear to help keep the venue spotless and reduce our environmental impact with this large-scale event.

*THANK YOU FOR YOUR INTEREST IN HELPING TO ENSURE THAT THIS MAJOR  
EVENT WILL BE A SUCCESSFUL ONE. VOLUNTEERS MAKE IT HAPPEN!*