

Sharpstown Americana Festival – Volunteer

Location: Saturday, June 29th PlazAmericas Mall

Name: _____

Organization: _____

Phone: _____ Email: _____

Please indicate which shift you are available: you may work as many as you can

_____ Set Up - 8am – 3pm

_____ Event - 3pm – 9pm

_____ Break Down - 8pm – 10pm or when we are done

Please indicate T-shirt size:

Small Medium Large XLarge XXLarge

Volunteer Positions are needed:

Event Set Up:

Event set up volunteers will be responsible for assisting with the general physical arrangement of the event area. Tasks include but are not limited to placing barricades and road blocks, carrying and setting up pop-up style 10x10 tents, carrying, placing, and attaching sandbags to various event items such as tents and barricades to weigh them down in case of high winds, placing trash boxes in event area, placing informational signs throughout event area, setting up tables and chairs, and setting up decorations as applicable to the event. This could also include assisting with items such as stage set up and stage banner decoration, as applicable to the event.

Event Break Down:

Event break down volunteers will be responsible for assisting with removing the general physical arrangement of all temporary items in the event area. Tasks include but are not limited to the removal of event decorations, taking down and stowing tables and chairs, taking down and stowing sandbag weights, taking down and stowing pop-up tents, the removal of trash containers from the area to designated pick up locations, and the removal of barricades and road blocks. This could also include assisting with the removal and take down of stage, music, sound, and lighting equipment, as applicable to the event.

Vendor Welcome Staff:

Vendor welcome staff volunteers will be responsible for greeting event/festival vendors as they enter the event space, and assisting them with finding their booth location. Tasks include but are not limited to monitoring barricades and roadblocks, letting in only event vendors or staff with the proper permit displayed in their car window, using provided event maps to help guide vendors to their booth location, occasionally helping vendors in need of assistance with booth set up (tents set up only), and being friendly and welcoming to vendors and staffers as they enter and exit the area. Vendor welcome staff are considered the first ambassadors of the event and are expected to behave respectfully and well-mannered, as well as provide a positive attitude.

Volunteer Job Descriptions

Festival Greeter:

Festival greeter volunteers will be responsible for greeting event patrons, guests, and others as they enter the festival or event area. Festival greeters are considered ambassadors of the event and are expected to behave respectfully, well-mannered, and gracious to guests as well as provide a positive and energetic environment. Festival greeters will be provided with event maps, handouts, schedules and information to distribute to guests. Festival greeters are also expected to assist any patrons with questions they may have about the event, as best they can. It is recommended that festival greeters use the event maps and information they have to make themselves familiar with the event prior to starting duties.

Parade Staff:

Parade volunteers are to participate in the parade either by riding a bike, skateboard, or walking. HPD Bike Patrol will lead the parade and insure safe crossing of mall entrances and streets. The parade will begin and conclude at the festival site, basically going in a circle. Volunteers may need to assist younger cyclists or anyone having a mechanical issue with their bike. A volunteer may need to return a bike to the festival or walk a dysfunctional bike with the participant. Parade volunteers are considered ambassadors of the event and are expected to behave respectfully, well-mannered, and gracious to guests as well as provide a positive and energetic environment.

General Assistance/Floater:

General assistance or floater volunteers will be responsible for assisting event staff as needed. General assistance volunteers will be assigned to work directly with an event staff member during their hours of service. Tasks include, but are not limited to assisting vendors, cleaning up trash and moving trash bags to pick up areas, helping with booth assignments like bike decorating, monitoring and cleaning the food court seating area, assisting in vendor area, and assisting event guests.

Kid Zone Staff:

Kid Zone staff volunteers will be responsible for manning the kid's activities and bouncy houses during their working hours at the event. Tasks include but are not limited to monitoring and limiting the number of children in a bouncy house at one time, running the competition for the obstacle course races, interacting and encouraging fun and inclusivity and being gracious, respectful, and well-mannered to event patrons during these duties. Kid Zone volunteers are also expected to provide a positive and energetic environment as well as do their best to assist any patrons with questions they may have about the event. Kid Zone volunteers will be provided with event maps that they can distribute as needed. The Kid Zone will operate from 4pm – 8pm.