



### **Info Tent Volunteer Procedures Upon Arrival**

- Info Booth Volunteers are to check in at the info/volunteer tent, located in between brick building and splash pad, upon arrival. At this time, volunteers will turn in or sign their Staff/Volunteer Information acknowledgement form.
- Volunteers will receive their T-Shirt and remain at the info tent.
- The on-site Volunteer Coordinator will go through the info tent rules and responsibilities while providing a short training to all volunteers.

### **Info Tent Volunteer Policies & Responsibilities**

- All volunteers must wear their volunteer t-shirt while on shift.
- One (1) to two (2) volunteers will be stationed at the info tent
- Volunteers are to be hand out festival maps, schedule of events, and answer any patron questions, to the best of his/her ability.
- Water will be sold for \$1.00 to patrons.
- Water will be handed out to volunteers on shift, as they request it.
- Flyers promoting PDLG and LGBA events are to be handed out, if available.
- Volunteers will be handling money.
- First Aid kits, AED & supplies will be located at the info tent.
- Radios will be stationed at the info tent. Please radio the on-site Volunteer Coordinator to request cash pick-ups, make change, assist with answering questions, etc.

### **Info Tent Volunteer Check Out**

- At the conclusion of your shift, please clean/tidy up your station for the following day.
- Sign-out with the on-site Volunteer Coordinator. Each volunteer will receive two (2) drink tickets at the conclusion of his/her shift at this time. Drink tickets may be used at any time during the festival.