



2017 VINT HILL FALL FESTIVAL VOLUNTEER INFORMATION AND DESCRIPTIONS

DATE	SATURDAY, SEPTEMBER 23, 2017
TIME	10 A.M. - 4 P.M.
LOCATION	AIKEN DRIVE (BETWEEN BLUDAU DRIVE AND SIGLER ROAD) VINT HILL, VIRGINIA 20187

This September, Vint Hill is excited to bring back the second annual Vint Hill Fall Festival, The Vint Hill Village, LLC team plans to make this year bigger, better and more exciting than ever, with even more food options, entertainment, children's activities and craft and retail vendors. Together, with your support, we can continue to celebrate the season and build a sense of community by supporting our local businesses and talent!

Be a part of this celebration by becoming a volunteer!

WHY DOES THE VINT HILL FALL FESTIVAL NEED VOLUNTEERS?

As this is a large, community event that is free to attend, there's plenty of work to be done. With your help, we can make sure this community event runs like clockwork and establishes itself as a worthy event to attend.

WHO IS A TYPICAL VOLUNTEER?

The perfect volunteer is someone who wants to have a good time and enjoy giving back to the Vint Hill community.

WHAT DO I NEED TO KNOW TO BE A VOLUNTEER?

The only thing you need to know is how to let others know that you are there to help. The rest is easy!

WHAT ARE THE BENEFITS OF BEING A VOLUNTEER?

While volunteers aren't compensated, it's the perfect opportunity to meet new people in an exciting environment. You'll have access to the volunteer tent and snacks. Most importantly, you will receive the satisfaction of supporting your community. We will confirm your community service hours for a school, organization or honors society.

HOW CAN I VOLUNTEER FOR THE 2017 VINT HILL FALL FESTIVAL?

A variety of different volunteer opportunities are available, including parking attendants, communications, set up, tear down, entertainment and more.

VOLUNTEER POSITION DESCRIPTIONS

INFORMATION AND VOLUNTEER BOOTH:

If you enjoy interacting with people, consider working at the information and volunteer booth.

The information booth is the hub of the festival. Work at the booth can be pretty fast paced, but these volunteers also enjoy down some down time depending on the time of day. A volunteer in this position works directly with festival attendees by answering questions, overseeing the lost and found, handing out festival information, and serving as a safe location for children that get separated from parents. Managing the information and volunteer booth also includes jobs such as handling the volunteer check-in/check-out process, ensuring that volunteers are assigned to all areas during designated shift times, explaining shift roles to volunteers as they arrive for shifts, handing out volunteer t-shirts, maintaining the stock of cold water and snacks for volunteers, and overseeing the check-in/check-out process of radios.



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FESTIVAL FLOATER

If you are a problem solver and enjoy moving around, please let us know you would like to be a Floater!

Prior to 10 am: Floaters are greatly needed and appreciated during festival set-up. This position helps with signage and decoration placements, setting up equipment like tables and chairs, and positioning cones and signage in the parking lots. Additionally, floaters support vendor check-in, direct vendors to their designated spaces, assist major sponsors with booth set-up, and remind all sponsors that they must be set by 9:30 am.

10 am to 4 pm: During the festival, floaters check on vendors, report emergencies to festival staff, support the festival staff with projects, support the entertainment coordinator if needed, and assist with attendee questions.

After 4 pm: The event is over, but the work continues. Floaters are needed to assist with breaking down the event. Signage and decorations will need to be taken down, tables and chairs will have to be closed and stacked, and cones will need to be picked up. Vendors may need direction on closing up their booths.

PARKING GREETERS

This is a great position if you like to give directions and help maintain order.

Prior to 10 am: Greet vendors and performers as they arrive and direct them to their booth space for set-up. Make sure they have a parking pass that shows their booth number. If they do not have one, mark one with their booth number and give it to them. Remind vendors that once they are set up, they must move their cars to the appropriate parking lot for vendors.

Help keep vehicles moving in and out the parking lots as smoothly as possible according to directional maps provided. Remind vendors they MAY NOT drive on the grass. Remind vendors who are done off-loading to give up their spaces to others.

10 am – 4 pm: Greet attendees of the Vint Hill Fall Festival. Direct cars to the appropriate parking lots open for customers. Control vehicular traffic and direct cars to their space to maximize the number of parking spots available. Guide pedestrians to walking paths away from the cars. Performers will arrive throughout the day; they will have a performers parking pass and will need to be directed to their designated lot.

After 4 pm: Directing vendor traffic at the end of the festival. Help keep vehicles from entering Aiken Drive until all customers have vacated at 4 p.m. Vendors may drive on Aiken Drive after their booths have been torn down and are ready to load.

ENTERTAINMENT VOLUNTEER

A festival isn't a festival without great entertainment!

The entertainment volunteer will support the entertainment coordinator with a myriad of tasks. They will greet the performers as they arrive, escort the performers to the correct stage to meet the entertainment coordinator or run errands for the entertainment coordinator on the property.

VOLUNTEER SHIFTS

7:00 AM – 10:00 AM

9:30 AM – 12:30 PM

NOON – 3:00 PM

3:00 PM – 5:30 PM



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VOLUNTEER DETAILS

ARRIVAL TIME

Please arrive 15 minutes before your shift and check in at the information and volunteer booth. Please let a volunteer or festival staff member know that you are leaving at the end of your shift. Do not leave your location unattended at the end of your shift.

CLOTHING AND GENERAL APPEARANCE.

- You will be provided an orange VHFF shirt. If it is a warm day, you may wear shorts.
- DO wear comfortable clothes and sneakers.
- Please be aware that you will be representing the Vint Hill Fall Festival and your work place or school - we request that your dress and appearance be appropriate.

RAIN OR SHINE, THE FESTIVAL WILL TAKE PLACE (EXCEPT IN CASE OF SEVERE INCLEMENT WEATHER)

- In case of severe inclement weather, please refer to the Vint Hill Fall Festival website to check on conditions at the Festival: www.vinthillfallfestival.com

SNACKS AND BEVERAGES

- Free snacks and beverages will be available for volunteers in the information and volunteer booth.



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VINT HILL FALL FESTIVAL VOLUNTEER FORM

Volunteer understands that the scope of Volunteer’s relationship with Vint Hill Fall Festival is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that Vint Hill Fall Festival will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer’s services to Vint Hill Fall Festival.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless Vint Hill Fall Festival, Vint Hill Village, LLC and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Vint Hill Fall Festival. I understand and acknowledge that this Release discharges Vint Hill Fall Festival from any liability or claim that I may have against Vint Hill Fall Festival and Vint Hill Village, LLC and its successors with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to Vint Hill Fall Festival or occurring while I am providing volunteer services.

2. Insurance: Further, I understand that Vint Hill Fall Festival does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Vint Hill Fall Festival beyond what may be offered freely by Vint Hill Fall Festival and Vint Hill Village, LLC and its successors in the event of injury or medical expenses incurred by me.

3. Medical Treatment: I hereby Release and forever discharge Vint Hill Fall Festival and Vint Hill Village, LLC and its successors from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with Vint Hill Fall Festival.

4. Assumption of Risk: I understand that the services I provide to Vint Hill Fall Festival may include activities that may have hazards including, but not limited to directing parking traffic, setting up tables and chairs, moving boxes and crates, emptying trash.

As a volunteer, I hereby expressly assume risk of injury or harm from these activities and release Vint Hill Fall Festival and Vint Hill Village, LLC and its successors from all liability.

5. Photographic Release: I grant and convey to Vint Hill Fall Festival all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by Vint Hill Fall Festival in connection with my providing volunteer services to Vint Hill Fall Festival.

6. Other: As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the Commonwealth of Virginia and that this Release shall be governed by and interpreted in accordance with the laws of the Commonwealth of Virginia. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

NAME _____

ORGANIZATION OR SCHOOL _____

HOME OR BUSINESS ADDRESS _____

ADDRESS LINE 2 _____

PHONE (please list easiest number to contact) _____



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EMAIL _____

AGE (Must be 14 years or older. If over 18 years old, please list ADULT) _____

SIGNATURE _____ DATE _____

(If under the age of 18, a parent or guardian must sign)

*By signing this form, you agree (or give a minor permission) to volunteer at the Vint Hill Fall Festival on
 Saturday, September 24, 2016.*

DO YOU REQUIRE APPROVED COMMUNITY SERVICE HOURS? (PLEASE CIRCLE) YES / NO

If yes, please provide appropriate documentation to be filled out. The forms will be signed after your volunteer shift by a festival staffer.

PLEASE CIRCLE YOUR PREFERRED SHIFT ASSIGNMENT

- Information and Volunteer Booth
- Festival Floater
- Parking Greeter
- First Aid Station
- Entertainment Volunteer

PLEASE CIRCLE YOUR PREFERRED SHIFT TIME

- 7:00 am – 10:00 am
- 9:30 am – 12:30 pm
- Noon – 3:00 pm
- 3:00 pm – 5:30 pm

PLEASE INDICATE YOUR SHIRT SIZE

- Adult XS
- Adult Small
- Adult Medium
- Adult Large
- Adult XL
- Adult XXL

Please return this form via email to deborah@vinthillfallfestival.com or mail to:

Vint Hill Village, LLC
 P.O. Box 861617
 Vint Hill, VA 20187