



# 2019 Volunteer Registration

**All forms must be submitted by Friday, August 30, 2019**

**Festival Dates and Operating Hours: Saturday, September 14, Noon–10 PM; Sunday, September 15, 11 AM–8 PM**

**Festival Location: 100 W. Main St., Cary      Festival Website: [www.CaryMainStreetFest.com](http://www.CaryMainStreetFest.com)**

## CONTACT INFORMATION (Please type or print legibly)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Email (required) \_\_\_\_\_ Are you over 21?  Yes  No

Organization/company affiliated with \_\_\_\_\_

I would like to work with (friend/relative/partner) \_\_\_\_\_

**PLEASE NOTE: As a safety and security measure, all volunteers must provide a photo copy of a valid ID with the Volunteer Registration form.**

## REQUESTED ASSIGNMENT

Please indicate your 1st, 2nd and 3rd choice for the shift you wish to be assigned (see information to the right). *We make every effort to accommodate your first choice on a first come, first served basis.*

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

I would like to volunteer for additional shifts.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Please indicate if you would like to volunteer for:

Pre/post event errands, pick-ups or deliveries (postering, banners, etc.)

Set-up, Saturday, September 14 at 7 AM (barricades, fencing, signage, errands, etc.)

Clean-up, Sunday, September 15 at 8 PM (remove barricades, fencing, signage, close booths, etc.)

T-shirt size \_\_\_\_\_

Volunteers must wear Volunteer T's at the event.

A photo copy of my ID is attached to this form

Volunteers must check-in at the Volunteer tent at least 15 minutes prior to the start of the shift.

## SHIFT INFORMATION

See reverse side for duties of each area.

### Saturday, September 14

**GATE** (1) 11:15 AM–3:00 PM (2) 2:30–6:30 PM (3) 6:00–10:00 PM

**BEVERAGE** (4) 11:30 AM–3:00 PM (5) 2:45–6:45 PM (6) 6:30–10:30 PM

**TICKET BOOTH** (7) 11:15 AM–3:15 PM (8) 2:45–6:45 PM (9) 6:15–10:15 PM

**FAMILY AREA** (10) 11:30 AM–3:00 PM (11) 2:30–6:30 PM (12) 6:00–10:00 PM

### Sunday, September 15

**GATE** (13) 10:15 AM–2:00 PM (14) 1:30–5:30 PM (15) 5:00–8:00 PM

**BEVERAGE** (16) 10:30 AM–2:00 PM (17) 1:45–5:45 PM (18) 5:30–8:30 PM

**TICKET BOOTH** (19) 10:15 AM–2:15 PM (20) 1:45–5:45 PM (21) 5:15–8:15 PM

**FAMILY AREA** (22) 10:30 AM–1:45 PM (23) 1:30–4:45 PM (24) 4:30–7:45 PM

For the safety, security and benefit of our participants and guests, volunteers must abide by the rules and guidelines on the reverse side. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

I acknowledge that I have read, understand and will comply with the rules and guidelines as set forth.

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DATE

HOSTED BY



PRODUCED BY



# 2019 Cary Main Street Volunteer Registration

Submit by August 30, 2019

## VOLUNTEER RULES AND GUIDELINES

### GENERAL

- All Cary Main Street Fest participants, staff and volunteers are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at the Chamber's discretion.
- As a safety and additional security measure, **all volunteers must provide a photo copy of a valid ID** with the Volunteer Registration form.
- Mistreatment of staff or volunteers will not be tolerated. BBIG/CGACC reserves the right to remove any individual or company from the event and ban from future Big Buzz Idea Group productions.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Cary Main Street Fest, Cary-Grove Area Chamber of Commerce and/or Big Buzz Idea Group.

### REQUIRED TRAINING

- **All** Fest volunteers will be required to attend a short volunteer **training session** prior to the event. Training Sessions will be held:  
**DATE: Wednesday, September 11**  
**Cary Village Hall Board Room**  
**655 Village Hall Drive, Cary**  
**Times: 5:30–6:30 PM and 7:00–8:00 PM**

### ON-SITE REQUIREMENTS

- Volunteers must check in at the Volunteer Tent for their assignment upon arrival. Each volunteer will be provided with one t-shirt by the Cary-Grove Area Chamber. T-Shirts will be available for pickup on Wednesday, September 11 from 9:00 a.m.–4:00 p.m. and at the volunteer training; Thursday, September 12 from 8:00 a.m.–4:00 p.m.; Friday, September 13 from 9:00–11:00 a.m. or on-site the day of the event. There are no on-site changing facilities.
- Volunteers in the beverage tents must be 21 or older. **NO exceptions!**
- Upon completion of each shift, volunteers must **sign out** at the Volunteer Tent. Food and beverage tickets will be presented to each volunteer at the **sign-out** of each shift.
- Volunteers are asked to arrive for their shift 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition.

- Volunteers **will not** be allowed to drink alcoholic beverages while on duty.
- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

### SHIFT DUTIES

- **GATE** (outgoing hosts desired): request entrance donations, hand out schedule and support stickers. Must be able to stand for their shift and be comfortable with handling money.
- **TICKET BOOTH**: exchange tickets for money and/or credit cards. Must be 21 and over, friendly with festival-goers and comfortable with money.
- **BEVERAGE**: check ID's and provide wristbands for 21 and over, pour and hand out beverages, accept tickets for beverages.
- **FAMILY AREA**: collect donations, hand out wristbands and goodie bags, assist with inflatables and activities.

### LIABILITY LIMITATIONS

- CGACC, BBIG, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.

### SUBMIT YOUR VOLUNTEER REGISTRATION FORM TO

Cary-Grove Area Chamber of Commerce

Via email: [Lynn@carygrovechamber.com](mailto:Lynn@carygrovechamber.com)

Via mail: Lynn Caccavallo

Executive Director

Cary-Grove Area Chamber of Commerce

445 Park Ave., Cary IL 60013

Please contact Lynn Caccavallo at (847) 639-2800 with any questions regarding volunteering or Cary Main Street Fest.

***Thank you for volunteering. We couldn't do it without you.***

