

Volunteer Instructions – Spring Fest

Welcome

Thank you for supporting the Anacortes Arts Festival as a volunteer! You are a vital link to the visitors who participate in our April events and it would not be possible without your involvement. We look forward to working with you and hope that you have a wonderful experience.

Questions?

If you have any questions about your shift or responsibilities, please call the office at 360-293-6211 or email Jennifer at staff@anacortesartsfestival.com. You can also log on anacortesartsfestival.volunteerlocal.com/volunteer/ to check your shift time.

Spring Fest Events and Hours

April 14	Spring Fest Fine Art Show Opening , 6pm
April 15	Arty Party Evening Event , 6pm (limited tickets available)
April 22-23	Spring Fest , 10am-4pm
April 15-23	Fine Art Show , open hours 11am-4pm
April 22	Do the Bloom color run , 10am

About Spring Fest

Spring Fest is a collection of events that the Anacortes Arts Festival puts on during the month of April, centered on art in our community. This includes a Juried Fine Art Show, Arty Party - an evening event benefiting art in the schools, and our color run *Do the Bloom*, with proceeds going towards public art, and NEW this year Spring Fest – our shopping event with booth artisans, entertainment, food and more.

Details

The juried Fine Art Show is open during the hours of 11am-4pm and is free to the public. Arty Party Evening Event tickets are available to purchase through the Festival website at www.anacortesartsfestival.com or call the office at 360-293-6211. Runners and walkers can sign up for *Do the Bloom* at www.active.com. All events are located at the Depot Arts Center.

Important things to know

Plan to arrive at least a few minutes prior to your shift. Depending on the event, please take parking into consideration. Do the Bloom and Spring Fest weekend will draw larger crowds so you may have to park a block or two away from the Depot.

If you have signed up for a shift, we are counting on you. If you need to talk to someone about a replacement, please contact Jennifer Wilson at 360-293-6211 or staff@anacortesartsfestival.com.

Location and parking

All of our Art in Bloom events are located at the Anacortes Depot Arts Center at 611 R Avenue. On street parking can be found near the Depot, but may be limited depending on your shift. Especially during the *Do the Bloom* run.

Event Day Instructions

- **Arty Party Evening event**

There will not be a training session prior to this event. Please check in with Festival staff (Jennifer or Meredith) when you arrive at the Depot for further instructions.

- **Fine Art Show Opening**

There will not be a training session prior to this event. Please check in with Festival staff (Jennifer or Rita) at the Depot prior to the opening at 6pm for further instructions. If you are a Docent, please see **Fine Art Show** information.

- **Fine Art Show**

The training session for Docents is on **April 12 at 6pm at the Depot**. This is where we will provide details about your duties, go over processing a sale, and give a guided tour of the show so that you are able to answer questions for visitors. This is also where you will pick up your volunteer t-shirt and name badge.

Docents will fill two shifts per day, with two people working each shift. Shifts will be 10:45am till 1:45pm and 1:45pm till 4:15pm. A staff member or volunteer team leader will be at the Depot for shift changes as well as to open and close the show each day. We have a few minutes built in to the schedule for opening and closing.

If you are willing to be a substitute Docent, please leave your name and number in the sales book next to the schedule.

- **Spring Fest**

There will be a training session prior to this event, on **April 12 at 6pm at the Depot**. We will provide any details about your shift or duties at that time. This is also where you will pick up your volunteer t-shirt and name badge.

- ***Do the Bloom* Color Run**

There will **not** be a training for this event. You will be provided a *Do the Bloom* t-shirt upon arrival for your shift. Please plan to wear this during the event so that runners/walkers know you are part of the Festival Team. Wear comfortable clothing and shoes, as you will be standing and walking during your shift. Also, please wear clothing you don't mind getting color on; it can be messy...which is part of the fun! Bring only what you need to the event and if possible keep your belongings on you (wallet and keys). There is not a secure space for personal items.

➤ **Registration and water/snacks**

Please check in with staff in front of the Depot, approximately 10 minutes prior to your shift for further instructions and t-shirt pick up.

➤ **Color throwers**

Please check in with Nicole in front of the Depot, approximately 10 minutes prior to your shift for further instructions and information on which intersection you will be stationed at. This is also when you will pick up your t-shirt.

➤ **Traffic Control**

Please check in with Nicole in front of the Depot, approximately 10 minutes prior to your shift for further instructions and information on which intersection or area you will be assigned to. This is also when you will pick up your t-shirt.

Thank you for volunteering with the Anacortes Arts Festival. These events are only possible with the help of our volunteers and we appreciate your time and effort. We also hope that you enjoy your time as a volunteer! Participating in our April events is a great way to connect with others and give back to your community. If you have any questions or concerns, please contact Jennifer at staff@anacortesartsfestival.com.