

## **2017 Anacortes Arts Festival - Volunteer Guidelines**

### **Welcome**

Thank you for supporting the Anacortes Arts Festival as a volunteer! You are a vital link to the visitors who come to our Festival as well as the participating artists and vendors. The success of the Festival would not be possible without your involvement. We look forward to working with you and hope that you have a wonderful experience.

Please know that this is a large event to organize and we are apt to have a few changes to these guidelines or to the schedule. We will do our very best to update you as quickly as possible, should that be the case.

### **Questions?**

If you have any questions about your shift or responsibilities, please call the office at 360-293-6211 or email Geralyn at [volunteer@anacortesartsfestival.com](mailto:volunteer@anacortesartsfestival.com). You can also log on to Volunteer Local <http://anacortesartsfestival.volunteerlocal.com/volunteer/?id=22246> to check your scheduled shift time.

### **About the Festival**

This is the **56<sup>th</sup> Annual Anacortes Arts Festival**, to be held **August 4-6th**. Our Festival has approximately 260 booth artisans, 26 food vendors, 4 stages with entertainment, a fine art exhibition at the Port, a working artist area, a beer garden, Pub at the Port, Wine Bar and new this year a Craft Beer Court.

### **Festival Hours**

|                    |   |
|--------------------|---|
| Friday, August 4   | 10am-7pm (entertainment at Port Pub and Wine Bar till 8:30pm) |
| Saturday, August 5 | 10am-6pm (entertainment at Hideout Bar till 9pm)              |
| Sunday, August 6   | 10am-5pm  |

### **Fine Art Exhibition at the Port Details**

|                    |              |                                     |
|--------------------|--------------|-------------------------------------|
| Pre-Festival Hours | August 1-3rd | 9am-5pm                             |
| Festival Hours     | August 4th   | 10am-8:30pm (First Friday Art Walk) |
|                    | August 5th   | 8am-6pm (Art Dash hours included)   |
|                    | August 6th   | 10am-5pm                            |

### **Important things to know**

Plan to arrive at least a few minutes prior to your shift. Please take parking into consideration and have someone drop you off and pick you up, if at all possible.

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 Geralyn Curtis at 293-6211 or [volunteer@anacortesartsfestival.com](mailto:volunteer@anacortesartsfestival.com).

## **Lost and Found**

All lost and found articles that are turned in will be located at the information booth on 5<sup>th</sup> and Commercial. If they are not retrieved that day, they will be brought to the Festival office at 505 'O' Avenue.

## **Emergencies**

If there is an emergency, please call 911. If someone is in need of first aid, we have a tent located at 5<sup>th</sup> and Commercial. Please notify a lead volunteer at your work station and we will make sure the necessary actions are taken for the severity of the emergency. Several areas throughout the Festival also have first aid kits on site.

## **What to Wear**

A 2017 Festival t-shirt will be provided for our volunteers along with a name badge. We realize that the weather can vary, so please bring a jacket or sweatshirt if the weather looks to be questionable. Volunteers are on their feet for several hours, so don't forget to wear comfortable shoes.

## **Volunteer Check-in**

All volunteers should check in with a lead volunteer in their scheduled area (please see below). They will answer questions about your position and guide you to the location you will be volunteering in, if you are uncertain. Bring only what you need to the event and if possible keep your belongings such as phone and wallet on you.

## **Shift Location Information**

**AAF Office** – 505 'O' Avenue

**Art Dash Finish Line** – Port Transit Shed at the end of Commercial Ave. on the water

**Booth Sitters** – Check in at AAF office, 505 'O' Avenue

**Craft Beer Court**- Located at 6<sup>th</sup> and Commercial Ave.

**Docents** – Check in at the Port Transit Shed at the end of Commercial Ave. on the water

**Hideout Bar** – Also known as the 'beer garden' on 3<sup>rd</sup> and Commercial Ave. (next to stage)

**Information Booth** – Located on 5<sup>th</sup> and Commercial Ave. (under the blue tent)

**Lunch Delivery** – Check in at AAF office, 505 'O' Avenue

**Port Pub** – Port Transit Shed dock at the end of Commercial Ave. on the water

**Reunion Wine Bar** – Located on 10<sup>th</sup> and Commercial Ave. (next to the stage)

**Working Artist Area** – Located between 1<sup>st</sup> & 2<sup>nd</sup> and Commercial Ave.

**Youth Area** – Located on 7<sup>th</sup> Street and Commercial Ave.

## **Training Sessions**

This will be your volunteer t-shirt and name badge pick-up as well as an opportunity to learn more details about your role. Training is especially helpful to new volunteers. We hope you can make it!

**Mandatory Alcohol Server Training (MAST)** for Pub at the Port, Hideout Bar , Wine Bar and Craft Beer Court

**Thursday, July 27<sup>th</sup> at 5:30pm**, located at the Port Transit Shed

**Information Booth and Booth Sitter Training**

**Thursday, July 27<sup>th</sup> at 5:30**, located at the Port Transit Shed

**Fine Art Exhibition Docent Training**

**Thursday, July 27<sup>th</sup> at 5:30pm**, located at the Port Transit Shed

**Volunteer 'Thank You' Reception**

**Thursday, August 10<sup>th</sup>**, Seafarers Memorial Building, 4:30pm

This is our time to thank all of you, for contributing your time and effort as a volunteer. Due to the large number of volunteers we have, this year we will be hosting a wine and appetizer event. Great opportunity to hear a recap of the Festival itself and share in the comradery of other volunteers.

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; we are constantly working to make your experience a great one!

**\*After the Festival, you will receive an email survey regarding your experience as a volunteer. We hope that you will take a few minutes to fill out this survey, as your feedback is very important to us and it does make a difference.**