

2018 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. You can also log on to Volunteer Local <http://anacortesartsfestival.volunteerlocal.com/volunteer/?id=28743> to check your scheduled shift time.

About the Festival

This is the **57th Annual Anacortes Arts Festival**, to be held **August 3rd-5th**. Our Festival has approximately 260 booth artisans, 26 food vendors, 3 stages with entertainment, a fine art exhibition at the Port, a working artist area, a beer garden, Pub at the Port and Wine Bar.

Festival Hours

Friday, August 3	10am-7pm (entertainment at Port Pub and Wine Bar till 8:30pm)
Saturday, August 4	10am-6pm (entertainment at Hideout Bar till 8pm)
Sunday, August 5	10am-5pm

Fine Art Exhibition at the Port Details

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

Lost and Found

All lost and found articles that are turned in will be located at the information booth on 5th 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 5th 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 2018 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. If the weather is hot, sunblock and a water bottle will be needed. 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 5th and Commercial next to Gere a Deli

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 3rd and Commercial Ave. (next to stage)

Information Booth – Located on 5th and Commercial Ave. (under the blue tent)

Lunch Delivery – Check in 5th and Commercial next to Gere a Deli

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

Reunion Wine Bar – Located on 10th and Commercial Ave. (next to the stage)

Working Artist Area – Located between 1st & 2nd and Commercial Ave.

Youth Area – Located on 7th 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
Thursday, July 26th at 5:30pm, located at the Port Transit Shed

Information Booth, Booth Sitter, and Lunch Delivery Training
Thursday, July 26th at 5:30, located at the Port Transit Shed

Fine Art Exhibition Docent Training
Thursday, July 26th at 5:30pm, located at the Port Transit Shed

Volunteer 'Thank You' Reception
Thursday, August 8th, Gere-a-Deli, 4:30-6pm (Please note location change)

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.**