

Fallasburg Arts Festival 2023: Volunteer Job Description

INFO BOOTH

Tools:

- Apron (provided), starting cash (provided), hat, water bottle.

Responsibilities:

- Answer guest questions about the Festival.
- Provide information and LowellArts literature to guests.
- Sell raffle tickets and LowellArts merchandise.

Other Notes:

- Smoking or vaping is not permitted in the Info Booth.

Volunteer Responsibilities:

All volunteers are asked to wear an event T-shirt. Since you will be easily identified, you may be asked questions. Below are answers to frequently asked questions. If you do not have an answer, please direct the public to inquire at the info booth.

Frequently Asked Questions:

- **What are the hours of the festival?** Saturday and Sunday, 10am to 5pm
- **Where are the restrooms?** The park pavilion has men's and women's restrooms. There are porta potties next to the Lighthouse Truck and the playground. Additional restrooms are located at the top of the hill by the Covered Bridge parking area.
- **Do the food booths and artist vendors take payment by credit card?** A few of the food booths do. Many of the artists do. Some are cash only. There is an ATM located on the porch of the pavilion.
- **Where is the Children's Area?** Near the playground. Children are invited to make crafts including decorating a pumpkin to take home.
- **Is there a Lost & Found? Is there a First Aid Kit?** Yes. Located at the Info Booth.
- **Where can I purchase raffle tickets?** Volunteers near the Raffle Tent are selling raffle tickets. Raffle tickets can also be purchased at the Info Booth.
- **(I am an artist) I need a Booth Sitter, or I have questions about tear down?** You can find someone at the Info Booth to assist you.

Fallasburg Arts Festival 2023: Emergency Action Plan

In the Case of a Medical Emergency or Fire: Call 911

Other Action Steps

- Alert other event personnel of the situation. Event personnel are identified with red shirts.
- The Info Booth is considered the Command Center. Alert the info booth of the situation.
- Key event personnel will be informed of a situation requiring an ambulance or fire truck.
- The archway drive and roadway will be cleared to make way for emergency vehicles.
- Event personnel should assist with directing authorities to the emergency.
- Event personnel should assist with keeping the public out of the way of emergency vehicles and the immediate area of the emergency.

Additional Resources

- A first aid kit is available in the Info Booth.
- Members of the Fire Department are at their food booth and can assist with emergency situations.

In Case of Severe Weather:

Severe Weather Watch – Key event personnel will be notified, put on alert, and will spread out to designated areas to assist in notifying the public of a severe weather situation. Since a watch is only an indication of possible severe weather, event organizers will inform the public of the watch and provide updates as they develop. Festival activities will continue as weather conditions permit.

- The MC will make a weather status announcement including where to seek shelter.
- Vendors will prepare to shut down and turn off any gas or electric.
- The public should prepare to seek shelter in the event of a tornado, storm warning, or lightning.
- Items which may be blown down or away by high winds should be secured or taken down.

Wind or Lightning – Wind can pose a significant hazard. Tents should be secured with weights in case of wind. If significant wind is predicted, activities will be suspended. If there is lightning within 10 miles, or thunder is heard, warning procedures will apply.

Severe Weather Warning – The MC will make a weather status announcement and direct the public to seek shelter. Vendors will disconnect electrical or gas components and secure equipment. Everyone should seek shelter. There is no safe place outside when thunderstorms are in the area. Evacuate to one of the covered shelters within the park or hard-topped vehicles.

Report of a Lost Child:

- The MC will make an announcement from the stage. Key event personnel will be notified, given a description, and will spread out to assist with locating the child.