

# 15TH ANNUAL KALAMAZOO BLUES FESTIVAL

## VOLUNTEER NEEDS - JULY 10, 11, & 12, 2008

All Volunteers will receive a free T-Shirt, which must be worn when you are on duty.  
The Volunteer Hospitality Tent is available for refreshments only on the day you work.

TICKET SALES  
MAIN GATE  
SERVICE GATE  
BEER TENT

SOFT DRINK SALES  
CHILDREN'S TENT  
VOLUNTEER TENT  
FESTIVAL SERVICES

MERCHANDISE SALES  
HOSPITALITY TENT  
VENDOR TICKET COUNTERS

SETUP – Wednesday Evening 6:00 PM (July 9)

TEAR DOWN – Sunday 9:00 AM (July 13)

**\*\*NO DRINKING OF ALCOHOLIC BEVERAGES DURING WORKING HOURS\*\***

**TICKET SALES:** Taking money and issuing tickets for beer, wine, and food. (Training will be provided)

**MAIN GATE:** Volunteers will take entrance fees, make change, check wrist bands, monitor the entrance area, and take demographic information.

(Security will check ID's & put wrist bands on customers)

**SERVICE GATE:** Volunteers will check in daily volunteers on a list and direct them to the Volunteer Tent. They will check in backstage, and video personnel, vendor workers, etc. (Security will check ID's & put a wrist band on customers.) **No One** is to be admitted without official passes or their names on the official list.

**VOLUNTEER/INFORMATION TENT:** Check in all volunteers, issue T-Shirts, direct volunteers to their assigned site, and answer questions of the festival guests.

**MERCHANDISE SALES:** Volunteers will be expected to handle cash transactions, sales of KVBA merchandise and memberships to KVBA. They will keep a running tally of sales.

**SOFT DRINK SALES:** Volunteers will serve and take tickets for soft drinks.

**BEER TENT:** Volunteers must be 21 years of age. They will collect tickets, check for proper wristbands, and serve beverages. If there is doubt the customer is 21 years of age Security to recheck ID's. NO DRINKING OF ALCOHOLIC BEVERAGES WHILE WORKING. Training will be provided.

**VENDOR TICKET COUNTERS:** Volunteers will collect, count, and report vendor tickets.

**CHILDREN'S TENT:** To assist the supervisor in organizing and overseeing the children's activities.

**HOSPITALITY TENT:** Volunteers to serve food, clear tables and greet artists and VIP's in hospitality tent.

**FESTIVAL SERVICES:** Volunteers to assist guests, artists, vendors, and festival site maintenance.

**(PLEASE INDICATE DESIRED DATES & TIMES ON THE REGISTRATION FORM)**

**ON THURSDAY, JULY 10, Volunteers are needed for:** Beer Tent, Volunteer Tent, Main & Service Gates, Ticket Sales, Soft Drink Sales, Merchandise Sales, Hospitality Tent, & Festival Services.

SET UP – Wednesday evening, 6:00 PM, July 9, 2008 TEAR DOWN - Sunday, 9:00 AM, July 13, 2008

**\*\* Volunteers working Set-up or Tear Down will get Free Admission on the day of their choosing.**