



## Join the Fun at the 2009 Arts, Beats & Eats!

### Dear Prospective 2009 Arts, Beats & Eats Volunteers,

It's our 12<sup>th</sup> Annual Arts, Beats & Eats, and we need *your* help to produce another spectacular event! As always, there will be something for everyone at Arts, Beats & Eats! Thank you for sharing your valuable time, energy, and enthusiasm with Arts, Beats & Eats by spending part of your Labor Day Weekend with us. It is the passion and dedication of volunteers like you that make this event a success year after year!

We are continuing to improve our Volunteer Team efforts for the festival. We are keeping what has worked in the past and added a few new, volunteer friendly enhancements.

Please review the positions available and then check off the position, dates and times you can volunteer. Please fill out the Registration and Release Forms and follow the instructions. We would be grateful if you were able to do 2 shifts, but are thankful for what you can give. See you soon!

Jon Witz                      Mary Flynn  
Event Producer              Volunteer Coordinator

### 2009 Festival Dates and Hours of Operation

Friday, September 4 <sup>th</sup>	11AM – 10PM
Saturday, September 5 <sup>th</sup>	11AM – 10PM
Sunday, September 6 <sup>th</sup>	11AM – 10PM
Monday, September 7 <sup>th</sup>	11AM – 8PM

### Volunteer Positions

#### Festival Greeter / Front Gate Support Team

Looking for positive, smiling faces to welcome our guests and direct them to various points within the festival.

#### Volunteer Command Center

You will be interfacing with all of the festival volunteers as well as all of the Artists, our Sponsors, and VIP. You will

help set up the Continental Breakfast and help stock the waters. You will also be assisting in getting volunteers their T-Shirt, getting their name tags, brewing lots of coffee, keeping water iced, helping with VIP passes, and pitching in where needed.

#### Information Booth/ Guest Relations

In this position you will be the all around "Goodwill Ambassador" for the festival, answering inquiries, providing festival information, handing out festival guides, and directing guests at one of the Information Booths. You may also be asked to help stock materials for distribution within the booths. This job requires being in one spot where folks will be coming to you. However, we ask that you reach out to our guests and proactively welcome them and ask if you can direct them anywhere or answer their questions.

#### Booth Sitters/ Artist/ Vendor Relations

Volunteers will walk through the Artist/ Vendor areas and will watch over art/ vendor exhibits when exhibitors take a break. This position is quite mobile – if you enjoy interacting you will love doing this!

#### Green Team Relations

You will be helping our patrons become earth friendly by assisting w/ recycling efforts and other earth friendly initiatives. These volunteers will be receiving a special Green Team Volunteer T-Shirt (Unique green colored volunteer shirt), and will help implement the festival's most important new initiative for 2009.

#### Children's Area

You'll be helping the children with lots of "hands on" activities! We will have a vast assortment of arts and crafts.

#### Other Volunteer Positions

Where needed throughout the festival and may vary from shift to shift

### Key Information

#### Training

There will be 2 training sessions and you will need to attend one of them in order to volunteer. At the volunteer training meeting you will be given information that will assist you in being the very best volunteer for the Arts Beats & Eats Festival. In addition, you will receive your FREE parking pass. Both trainings will take place on

Saturday, August 29<sup>th</sup>; one from 10am -12noon and the other from 1pm -3pm. You will receive an email regarding the exact location of the training meeting a few weeks in advance.

#### Volunteer Command Center

The exact location and directions will be included in your training package.

#### Attendance

We count on your presence and prompt arrival on your scheduled shifts. We ask that you plan to arrive at Volunteer Command Center (to be included in your training package information) **30 minutes before your shift is to begin**. If your schedule must change and you cannot make your shift, we ask that you **please contact us immediately**.

#### Arrival and Breaks

Please check in each day you work at the Volunteer Command Center **30 minutes before your shift is to begin**. You will need this time to sign in, get your food/beverage tickets, to change into your T-Shirt, and to get your volunteer assignment. Each volunteer will receive a **20-minute break for each four-hour shift worked**.

#### Departing

We also count on your checking "out" at Volunteer Command Center so that we know you have completed your shift and are ready to head out. Even if you are doing a back-to-back shift, please go to the Volunteer Command Center to let the staff know that you are checking out of one position and into another. If you are feeling really ambitious and want to stay on, please check to see if your help is needed on the next shift.

#### Festival Etiquette

You will receive a 2009 Arts, Beats & Eats Festival T-Shirt when you arrive at the Volunteer Command Center. You must wear this at all times when you are acting as a volunteer. You will receive a Name Tag to wear as well. While in uniform and volunteering, drinking alcohol and smoking cigarettes are not allowed.

#### Volunteer Benefits

#### T-Shirt

Your Volunteer T-Shirt is your uniform. You must wear it whenever you are working at the festival as an ABE Volunteer. T-Shirts will be distributed when you check in

at the Volunteer Command Center at the beginning of the day of work. An additional t-shirt will be given to those volunteers doing more than 2 four-hour shifts.

**Food & Beverages**

During the festival, each ABE Volunteer will be treated to water at our Volunteer Command Center. Each morning at check-in, we will have coffee and bagels. You will receive one strip of eight tickets valued at \$5 for each four hour shift you volunteer and no restaurant will be offering any items that are over \$5 or eight tickets.

**Parking Passes**

You will receive a parking pass for the Pontiac Silverdome where you will get a FREE shuttle to and from the event. If you are working a *pre-festival or post-festival position*, you will receive parking passes to a downtown Pontiac garage, since the shuttle will not be running at the time of your scheduled shift.

**Volunteer Thank You Party**

Please plan to join us at a special Volunteer Thank You Party to be held on a weekday evening in late September/early October. The party will feature complimentary food, drinks, and live music entertainment. Special volunteer announcements and awards will also be presented at that time.

*Please visit our website anytime for updates on the event! It will help you be better prepared as a volunteer![www.artsbeatseats.com](http://www.artsbeatseats.com)*

*Arts Beats and Eats  
17 Water St.  
Pontiac, MI. 48342  
Telephone: 248-334-4600*

*Please place concise Check Marks next to the Days/Evenings, Times, and Positions that you will commit to volunteer at the festival.*

**FRIDAY, SEPTEMBER 4<sup>TH</sup>**

- 7am—11am PreFestival Artist/Vendor Set Up
- 11am—3pm PreFestival Artist/Vendor Set Up
- 10:30am—3pm
- Festival Greeter/ Front Gate Support Team

- Volunteer Command Center
- Information Booth/ Guest Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions
- 2:30pm-7pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions
- 6:30pm-10pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions

**SATURDAY, SEPTEMBER 5<sup>TH</sup>**

- 10:30am—3pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions
- 2:30pm-7pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Festival Greeter/ Front Gate Support Team
- Children's Area
- Other Volunteer Positions
- 6:30pm-10pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions

**SUNDAY, SEPTEMBER 6<sup>TH</sup>**

- 10:30am—3pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions
- 2:30pm-7pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions
- 6:30pm-10pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions

**MONDAY, SEPTEMBER 7<sup>TH</sup>**

- 10:30am-3pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions
- 2:30pm-8pm
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Green Team Relations
- Children's Area
- Other Volunteer Positions
- 7pm-9pm Post-festival Breakdown/ Load Out/Booth Sitters/Artist/Vendor Relations

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Please complete the following Registration & Release Form and MAIL to the following address:

Attention: Mary Flynn  
Arts Beats and Eats  
17 Water St.  
Pontiac, MI. 48342

Or FAX TO Attention: Mary Flynn  
248-334-2474

**Registration Form**

**PLEASE PRINT CLEARLY**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZipCode \_\_\_\_\_

E-mail (PRINT): \_\_\_\_\_

Day Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Date of Birth (MM/YYYY) \_\_\_\_\_

Male      Female      (Please Circle)

**PLEASE NOTE THAT VOLUNTEERS MUST BE AT LEAST 18 YEARS OF AGE TO VOLUNTEER ON YOUR OWN. 16 & 17 YR. OLDS CAN VOLUNTEER BUT MUST BE WITH AN ADULT OVER AGE 21 DURING THEIR VOLUNTEER SHIFT (S)**

Physical Considerations: \_\_\_\_\_

\_\_\_\_\_

**Please circle your T-Shirt Size:**

S      M      L      XL      XXL  
XXXL

**Volunteer Training Meeting  
(please make ONE selection)**

- Saturday, August 29<sup>th</sup> 10am-12noon
- Saturday, August 29<sup>th</sup> 1pm – 3pm

**2009 ARTS BEATS & EATS  
RELEASE FORM**

**INSTRUCTIONS FOR RELEASE FORM**

Please read the Release Form below and Print and Sign your name and Date on the lines provided.

The undersigned, by agreeing to be a volunteer in the 2009 Arts, Beats & Eats Festival on Sept. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> does hereby and forever release and discharge Arts, Beats & Eats and all Festival Artists, Vendors, and Sponsors from any and all claims, actions, expenses, liabilities, or damages of any nature whatsoever, including costs and attorneys fees, arising out of any personal injury, or any loss or damage to property, in any way resulting from or otherwise relating to the undersigned's participation in 2009 Arts, Beats & Eats.

The undersigned further agrees that 2009 Arts, Beats & Eats may photograph, televise, and videotape the undersigned in conjunction with the 2009 Arts, Beats & Eats for corporate image advertising in a non-commercial use, including but not limited to promotion and/or news coverage of the 2009 Arts, Beats, & Eats. By signing this form, the undersigned acknowledges having read the General Release and agrees to abide by all policies, rules, and guidelines set forth by the 2009 Arts, Beats & Eats Festival.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_

**Please visit our website anytime for updates on the event! It will help you be better prepared as a volunteer!**

[www.artsbeatseats.com](http://www.artsbeatseats.com)

**Please email any questions or concerns to:**

[mary@artsbeatseats.com](mailto:mary@artsbeatseats.com)

**Arts Beats and Eats  
17 Water St.  
Pontiac, MI. 48342  
Telephone: 248-334-4600**

**Mission Statement**

Arts, Beats & Eats was founded in 1998 to celebrate and share Oakland County's quality of life and wealth of music, dining and culture, and to introduce Metro Detroit residents to some of the most talented art exhibitors and musicians in the Country. The four-day Festival offers a diverse presentation of national and local music and fine art attractions. It also highlights many of Oakland County's premier restaurants and their cuisine at a very reasonable cost. Additionally, Arts, Beats & Eats offers activities and entertainment for families in a very child-friendly, safe and secure environment, with ample parking. Proceeds from Arts, Beats & Eats will be distributed to many Metro Detroit Charities.