



TOWN OF OCCOQUAN ARTS & CRAFTS SHOW VOLUNTEER GUIDELINES

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We count on exceptional volunteers to help us host an amazing event for the Town of Occoquan! The following guidelines are provided in order to ensure a positive and productive volunteer experience.

1. Please arrive for your shift 30 minutes in advance of your start time. Without the support of our volunteers, the show would not be possible, so please be sure to arrive on time and plan on staying for the duration of your shift. Refreshments will be available to all of our volunteers; lunch will be provided.
2. Please check in at Town Hall, 314 Mill Street, Occoquan, VA 22125, with the Volunteer Coordinator to receive your assignment. Refreshments are available at Town Hall and at each of the bus stops.
3. Please plan on remaining for your entire shift. You are welcome to enjoy the show before or after your shift. If there is an emergency, please inform the Events Director.
4. Please keep in mind that volunteering at our festival requires a large amount of standing and moving and is an outdoor event. Be sure to wear the appropriate clothing to stay cool and comfortable. A hat and sunscreen is recommended.
5. Each volunteer will be provided with a volunteer shirt. We ask that you remove your volunteer shirt once your shift ends in order to avoid confusion among patrons and vendors to ensure that everyone wearing a volunteer shirt is actually volunteering.
6. In case of an emergency, dial 9-1-1. The Events Director can be reached via walkie-talkie.



TOWN OF OCCOQUAN ARTS & CRAFTS SHOW ROLES AND DESCRIPTIONS

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VENDOR ASSISTANCE TEAM

Volunteers are needed to assist vendors during the show. Volunteers will walk the main streets of the show to ensure vendor questions and concerns are addressed. Volunteers may also be asked to “booth sit” for breaks. Volunteers will watch the booth to prevent theft and inform customers the vendor will return shortly. **Volunteers will NOT conduct transactions on behalf of the vendor.** These volunteers are also needed to ensure vendors adhere to the rules of the show and set up their booths accordingly. Vendors **MUST NOT** block sidewalks or “creep” into the street. Walkways, corners and sidewalks must be kept open for access to shops, to facilitate foot traffic and to provide emergency access.

SHUTTLE STOP TEAM

Volunteers will ensure that each patron over the age of 12 that rides the shuttle pays the \$5.00 round-trip shuttle fare upon drop off at the festival and receives a stamp allowing them into the show and indicating what stop to which they should return in order to board the shuttle back to the lot. **Experience with handling money is preferred.**

INFORMATION BOOTH TEAM

Love people and love our Town? Be an “Ambassador” for the show! Help us staff an information booth on site to help answer questions for festival patrons.

FLEX TEAM

We consider this group the most “flexible” volunteers. These volunteers need to be ready to go wherever they are needed during their shift. These volunteers will be used to “fill in” for volunteers who do not show up or to cover last minute emergency needs.