



KIDVENTURE VOLUNTEER INFORMATION

Thank you for signing up to be a volunteer for Hudson Valley KidVenture happening on April 27 and 28 at Dutchess Community College.

We are excited for what is going to be a spectacular weekend!

- **Please plan on arriving 30 minutes ahead of your shift time.** Children accompanying a parent who is volunteering is not allowed. Volunteers must be 16 years of age or older.
- **All volunteers are required to check in AND check out.** Check in will be at the top of the hill off Cottage Street. Look for the **COMMAND CENTRAL & VOLUNTEER CHECK-IN SIGN** at the TICKET SALES TENT. Here, you will be given your assignment as well as your official volunteer t-shirt. Check-out is important to make sure that extra help is not needed elsewhere during the event. A second Command Central is located inside the lobby of Falcon Hall.
- **Parking for volunteers is in Lot D off Cottage Street.** Carpooling is encouraged if you know someone volunteering the same shift as you.
- Dress weather appropriate and wear comfortable shoes.
- Please lock all personal belongings in your trunk – or leave at home. We will not have room to store purses, etc. Carry only what you will need for the day.
- Every section will have a staff member with access to a 2-Way Radio. All issues, and questions should be directed to this person first. They will then radio for additional assistance if needed.
- Main Contacts for the event:
 - Jean Harris – 845-489-5369
 - Nicholas Shannon – 845-505-7416
- Volunteers can stay beyond shift time to enjoy the event – just continue to wear your volunteer shirt for access.
- Please keep all areas you are in charge of clean for public – pick up any garbage, etc.
- Water and snacks will be available at Command Central.
- Floating volunteers will be making their way around if you need relief.
- **Take pictures – put them on social media and tag #HVKidVenture**

BASICS TO KNOW:

- Event is both Saturday and Sunday –April 27 and April 28 from 11am – 4pm
- Tickets are \$8 online and \$10 at the gate for adults and children - under 3 are free

- All guests should be wearing a wristband symbolizing that they are paying guest. If someone does not have one on, they need to go to the Ticket Sales Booth buy their ticket. A event map will indicate the location of the Ticket Sales Booth.
- All activities are included in the price of the ticket. No additional charges, except for food.
- Event is rain or shine
- Parking for all staff, volunteers, exhibitors and guests is in Lot D off Cottage Street.
- Restrooms for public use are available in Falcon Hall, Dutchess Hall and Drumlin Hall
- Load in, break down:
 - Exhibitors have been given a time to load in – Friday and Saturday morning. Friday is limited with most exhibitors loading in on Saturday morning.
 - Breakdown is Sunday starting at 4 pm. Any outside exhibitors or food vendors have to breakdown both Saturday and Sunday.
- Exhibitors can leave their displays in Falcon Hall and Drumlin Hall overnight. Doors will be locked but we highly recommend that anything of value be removed overnight.
- A map and schedule for all activities will be available at the Ticket Sales Tent.

IMPORTANT:

- Lost and found (phones, items, etc.) should be left at Command Central/Volunteer Check-in
- First Aid – Mobile Life tent near Touch-A-Truck outside Falcon Hall
- Lost Child:
 - Lost child goes immediately to nearest College Security Officer. Alert your team captain or someone with a walkie talkie to alert all team captains
 - Parent/guardian missing a child – alert Security immediately and find your team captain or someone with a walkie talkie to alert all team captains.

WALKIE TALKIE PERSONS/LOCATIONS DURING EVENT (11 AM – 4 PM):

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| • Audra Gerty (Ticket Sales) | • Cindy Hacker (Falcon Hall) |
| • Jenna Kelly (Command Ctrl/Volunteer Check-in) | • Nick Shannon (Touch-A-Truck) |
| • Chelsea Schwarze (Command Ctrl/Volunteer Check-in) | • Frank Castella, Jr. (Floating) |
| • Jean Harris (Falcon Hall) | • Rich Kleban (Dutchess Hall/Theater) |
| • Erin Cafarelli (Command Central/Falcon Hall) | • Joshua Galow (Dutchess Hall/Theater) |
| | • Meredith Madden (Lot D) |
| | • Ashley Adorno (Drumlin Hall) |