



## **Job Description: Plymouth Fall Festival**

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### **VOLUNTEER POSITION:** Plymouth Fall Festival

#### **TIME COMMITMENT:**

Weekend after Labor Day

Typically 3-hour shifts:

Fri: Setup (10am-12pm), 12-3pm, 3-6pm, 6-9pm

Sat: 9am-12pm, 12-3pm, 3-6pm, 6-9pm

Sun: 9am-12pm, 12-3pm, 3-6pm, Teardown (6-8pm)

#### **DESCRIPTION:** General, Arts/Crafts & SMART Center

Assist with the booth - general, arts/crafts & SMART Center activities. On Friday, assist with setup. On Sunday, assist with teardown.

#### **GUIDELINES:**

NOTE: There will be a volunteer form to sign-up for shifts. SMART Center & Arts/Crafts Activity will be in rotations.

- General: help man the “Wheel of Swag”, pass out brochures, and direct students to the SMART Center or other activities
  - “Wheel of Swag” - one (full revolution) spin per person, give swag based on tier
  - Swag items may vary, a tier list of prizes will be available at the booth
- SMART Center activity: assist Dr. Morse in science-related hands on experiments. Afterwards (if they haven’t done so already), direct them to “Wheel of Swag”



- Arts/Crafts: assist supervisor in arts/crafts station. Afterwards (if they haven't done so already), direct them to "Wheel of Swag"
- Setup: assist with setup of booth. \*Only the tables and chairs are provided by the Plymouth Fall Fest.
  - All booth supplies are stored in plastic rolling containers provided (pickup from school to transport to booth location). There will be two: SMART Center & General
  - Wheel of Swag, display banner, and canopy will be carried separately
  - Help setup canopy over tables and chairs
  - Place supplies from containers to tables for display; setup Wheel of Swag, and setup display banner.
- Teardown: assist with teardown of booth. \*Only the tables and chairs will remain.
  - All booth supplies should be stored in plastic rolling containers provided (stored under table). There will be two: SMART Center & General
  - \*Wheel of Swag, display banner, and canopy will be carried separately
  - Help teardown canopy - leave canopy cover with the frame
  - All supplies should be brought back to the school the night of or on Monday.

### **Plymouth Fall Fest Event Guidelines**

- **TEAR DOWN:** will take place on Sunday at 6pm once consumers are off the streets. All booths and displays must be off the streets on Sunday by 8pm!
- **Vendor Etiquette:** Please make sure to be kind and courteous to your neighboring booths and refrain from poaching customers while they are engaged at other booths. Also please make sure to maintain your booth space and stay inside your designated area. This includes keeping pedestrian walkways and fire lanes clear of products and signs.
- **Bathrooms:** Across from Kellogg Park next to the Penn Theater underneath the Gathering.
- **Emergencies:** Please call 911 for immediate response. Minor medial needs can be attended to at the first aid tent located near the intersection of Ann Arbor Trail and Main Street.