

MNA Music & Arts Festival Festival Notification Team

These volunteer responsibilities are completed prior to the festival.

Responsibilities

- *Inform neighbors who live and park in the festival footprint about the festival and street closures.*
- *Pickup flyers and staple gun (if doing poles) from the Montford Community Center.*
- *One month out, take notification flyers to all houses in the festival footprint. Flyers should be placed on doorsteps and never placed in or on a mailbox.*
- *One week out, take notification flyers to all houses, cars and put up on poles in the festival footprint. Flyers should be placed on doorsteps and never placed in or on a mailbox.*
- *On Thursday before, take notification flyers to all cars parked in the festival footprint.*
- *Brief volunteer coordinator of any issues that have arisen and how you handled it*
- *Return staple gun to the Montford Community Center.*

Shifts

- *One month out from festival*
- *One week out from festival*
- *Thursday before festival*

Reminders

- *You can pick up your volunteer packets beginning the Tuesday before the festival at the Montford Community Center, 34 Pearson Drive.*
- *Packets not picked up before the festival can be picked up at the Welcome booth during the festival.*