

MNA Music & Arts Festival

Welcome Booth Team

Volunteers in this booth must be Montford Neighborhood Association board members or someone highly active in the community.

Responsibilities

- *Be at the welcome booth for your assigned shift. Booth is located at Montford and Cullowhee.*
- *Welcome attendees to the festival. Greet people and help with directions.*
- *Answer questions about the festival, neighborhood and city in general.*
- *Check in volunteers and pass out volunteer packets. Collect returned volunteer buttons.*
- *Handle cash/check sales of festival merchandise, walking tour maps etc.; maintain inventory.*
- *Pass out water bottles to festival volunteers.*
- *Maintain a neat and organized area (can be difficult with lots of people in and out of booth).*
- *Brief the volunteer coordinator on any issues that arise and how you handled them.*
- *Train the person who comes to volunteer after your shift.*
- *Volunteers working the 4-7pm shift will pack up booth information and secure funds before leaving.*

Suggested Items to Bring

- *Water Bottle*
- *Sunscreen*
- *Cell Phone*

Shifts

- *10am-1pm, 1pm-4pm and 4-7pm*

Festival Rules

- *No alcohol on festival grounds*
- *No pets (pets can be taken to the doggie day care for a small fee); if walking through must stay on sidewalk*
- *No bikes; if walking through, must walk bike on sidewalk*

Reminders

- *You can pick up your volunteer packet 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 at the festival.*
- *Be sure to wear your festival volunteer button. It helps to identify you as a volunteer.*
- *Return volunteer buttons to the welcome booth at the end of your shift. If you forget, they can be returned to the Montford Community Center after the festival. It's important we get the buttons back so we don't have to spend money on replacing the buttons each year*