**VOLUNTEER INFORMATION**

**Event Volunteer Benefit: Event Volunteer Shifts:**

Volunteer T-Shirt 8:00 a.m. to 11:30 a.m. Set Up Crew

Free Drink and Snacks 11:00 a.m. to 2:00 p.m.

Opportunity to see old friends and make new ones. 2:00 p.m. to 5:00 p.m.

5:00 p.m. to 8:00 p.m.

8:00 p.m. to 10:00 p.m. Tear Down & Clean Up Crew

**Areas to Volunteer**:

**Early Bird Load In**: Help vendors load in by helping set up tables, tents, and other tasks as needed.

**Stage Team:** Help bands during transitions from stage; provide assistance to stage manager, and other duties as needed.

**Information/Volunteer Check-In Booth**: Greet Guests, Answer Questions, Give Directions, Distribute LULAC and Youth Member Applications; Check-In Volunteers and direct them to their work station.

**Security:** Make sure security arrives on time and signs in at the Volunteer Booth. Assign post to each so that all areas are covered. Report any incidents to security and let them handle a given situation.

**Beverage Booth**: Set up booth, keep drinks stocked, sell soft drinks, beer, and water. Must be 18 years or older. Assign a cashier(s) for the booth to keep track of money taken in. The Beverage Cashier will turn in the money to the Fiesta Treasurer throughout the day to avoid keeping too much money on hand.

**Vendor Booths**: Check in all vendors; insure vendors are in compliance with rules and regulations; if vendor needs help setting up booth, call set-up crew to assist. Check in on vendors throughout the day. Vendor fees should have been collected prior to the event; however, if there are any outstanding fees, those fees must turn in to the Fiesta Treasurer before the end of the event.

**T-Shirt Booth:** Set up booth, display t-shirts. Assign a cashier for the booth to keep track of money taken in. The Raffle Cashier will be responsible for turning in the money to the Fiesta Treasurer at the end of the day.

**Raffle Booth**: Set up booth, sell tickets from booth and have volunteers go into crowd to sell tickets. Assign a cashier for the booth to keep track of money taken in. The Raffle Cashier will be responsible for turning in the money to the Fiesta Treasurer at the end of the day.

**Cake Booth**: Set up booth, insure cakes are covered and kept as cool as possible. Assign a cashier for the booth to keep track of money taken in. The Cake Booth Cashier will turn in the money to the Fiesta Treasurer at the end of the day.

**Kiddie Corner**: Set-up the kiddie activities. Oversee all children’s activities making sure there is a volunteer on site at all times. Assign a cashier to keep track of money taken in. Turn in money to the Fiesta Treasurer at the end of the day.

**Runners**: These volunteers need to be ready to go wherever they are needed during their shift. They will fill in for volunteers that don’t show up, run errands, cover last minute emergency needs.

**Take Down/Clean-Up Crew**: Volunteers working the last shift are responsible to take down their booth; however, the Clean-Up Crew will be available to lend a helping hand. After all booths are taken down, the Clean-Up Crew will begin to clean up the park. The Clean Up Crew will make a run to the Courthouse on Monday morning no later than 7:00 a.m. to pick up any trash or garbage that may have been missed the night before. We must insure that the park is completely clean.