**We Are the Seeds**

**Volunteer Task Descriptions**

*Wednesday, 8/16*

**Booth Card Hanger:** Place booth assignment signs in each tent (Approximately 100 tents)

**Lead Staff:** Paula

 **Shift: 1 volunteer -> 2 – 6 p.m.**

**Railyard setup:** Deliver supplies, merchandise beverages, snacks to onsite location at Railyard and Setup Check-in Stations & Merchandise area(s)

 **Lead Staff:** Monica

 **Shift: 1 volunteer -> noon – 4 p.m.**

**Park Jam:** Welcome artists & volunteers to SEEDS event.Miscellaneous duties – as assigned

 **Lead Staff:** Tailinh

 **Shift: 2 volunteers (if needed) -> 5-10 p.m.**

*Thursday, 8/17*

**Artist Check-in:**  Verify booth payment on spreadsheet, provide directions to booth; provide badges, lanyards and other pertinent information.

 **Lead Staff:** Paula

 **Shift(s): 2 volunteers -> 6:30 a.m. – 9:30 a.m.**

 **2 volunteers -> 9:00 - noon**

**Volunteer Check-in** Provide badges, direct to assignment area and general information

 **Lead Staff:** Monica

 **Shifts: 2 volunteers -> 6:30 a.m. – 9:30 a.m.**

 **2 volunteers -> 9:00 - noon**

 **2 volunteerrs ->** **11:30 – 2:30 p.m.**

**Load-in/Traffic control** Direct artists & vendors and assist with unloading art/product. Direct artists & vendors to parking garage. Assisted by event Security staff

 **Lead Staff:** Ray

 **Shifts: 2 volunteers -> 6:30 – 9:30 a.m.**

 **2 volunteers -> 9 a.m. - noon**

**Park Area Runner** Fill-in areas needed, assist Lead Staff with miscellaneous duties as needed

 **Lead Staff:** Paula

 **Shifts: 1 volunteer -> 10 a.m. – 2 p.m.**

 **1 volunteer -> 1 – 4 p.m.**

**Merchandise/Sales** Assist customers with selections, selling and restocking merchandise exclusive to WATS. Must be over 18 & able to use credit card system (square)

 **Lead Staff:** Tailinh

 **Shifts: 2 volunteers -> 8 a.m. – noon**

 **2 volunteers -> 11 a.m. – 3 p.m.**

 **2 volunteers -> 2 - 6 p.m. (close)**

**Performer Merchandise** Setup & sell performers CDs and/or other merchandise exclusive to performers. Must be over 18 & able to use credit card system (square)

 **Lead Staff:** [vacant]

 **Shifts: 1 volunteer -> 10 a.m. – 1 p.m.**

 **1 volunteer -> noon – 3 p.m.**

 **1 volunteer -> 2 – 5 p.m. (close)**

**Stage Assist :**  “Green Room” – hospitality, provide water for performers; assist performers onto stage, assist with costumes

 **Lead Staff:** [vacant]

 **Shifts: 2 volunteers -> 10 a.m. – 1 p.m.**

 **2 volunteers -> noon – 3 p.m.**

 **2 volunteers -> 2 – 5 p.m. (close)**

**Youth Art/Music Workshop:** Assist with children’s activities until supplies run out

 **Lead Staff:** Dawn Spears

 **Shifts: 2 volunteers -> 11 a.m. – 3 p.m.**

 **2 volunteers -> 2 - 5 p.m.**

*Friday, 8/18*

**Artist Check-in:**  Verify booth payment on spreadsheet, provide directions to booth; provide badges, lanyards and other pertinent information.

 **Lead Staff:** Paula

 **Shift(s): 2 volunteers -> 6:30 a.m. – 10:30 a.m.**

 **2 volunteers -> 10:00 - noon**

**Volunteer Check-in** Provide badges, direct to assignment area and general information

 **Lead Staff:** Monica

 **Shifts: 1 volunteer -> 6:30 a.m. – 9:30 a.m.**

 **1 volunteer -> 9:00 - noon**

 **1 volunteer ->** **11:30 – 2:30 p.m.**

**Load-in/Out & Traffic Control** Direct artists & vendors and assist with unloading art/product. Direct artists & vendors to parking garage. Assisted by event Security staff

 **Lead Staff:** Ray

 **Shifts: 2 volunteers -> 6:30 a.m. – noon**

 **2 volunteers -> 4 – 6 p.m.**

**Park Area Runner** Fill-in areas needed, assist Lead Staff with miscellaneous duties as needed

 **Lead Staff:** Paula

 **Shifts: 1 volunteer -> 10 a.m. – 2 p.m.**

 **1 volunteer -> 1 – 4 p.m.**

**Merchandise/Sales** Assist customers with selections, selling and restocking merchandise exclusive to WATS. Must be over 18 & able to use credit card system (square)

 **Lead Staff:** Tailinh

 **Shifts: 2 volunteers -> 8 a.m. – noon**

 **2 volunteers -> 11 a.m. – 3 p.m.**

 **2 volunteers -> 2 - 6 p.m. (close)**

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 **Lead Staff:** [vacant]

 **Shifts: 1 volunteer -> 10 a.m. – 1 p.m.**

 **1 volunteer -> noon – 3 p.m.**

 **1 volunteer -> 2 – 5 p.m. (close)**

**Stage Assist :**  “Green Room” – hospitality, provide water for performers; assist performers onto stage, assist with costumes

 **Lead Staff:** [vacant]

 **Shifts: 2 volunteers -> 10 a.m. – 1 p.m.**

 **2 volunteers -> noon – 3 p.m.**

 **2 volunteers -> 2 – 5 p.m. (close)**

**Youth Art/Music Workshop:** Assist with children’s activities until supplies run out

 **Lead Staff:** Dawn Spears

 **Shifts: 2 volunteers -> 11 a.m. – 3 p.m.**

 **2 volunteers -> 2 - 5 p.m.**

*Saturday, 8/18*

**Artist Check-in:**  Verify booth payment on spreadsheet, provide directions to booth; provide badges, lanyards and other pertinent information.

 **Lead Staff:** Paula

 **Shift(s): 2 volunteers -> 6:30 a.m. – 9:30 a.m.**

 **2 volunteers -> 9:00 - noon**

**Volunteer Check-in** Provide badges, direct to assignment area and general information

 **Lead Staff:** Monica

 **Shifts: 1 volunteers -> 6:30 a.m. – 9:30 a.m.**

 **1 volunteers -> 9:00 – noon**

 **1 volunteerrs ->** **11:30 – 2:30 p.m.**

**Load-in/out & Traffic control** Direct artists & vendors and assist with unloading art/product. Direct artists & vendors to parking garage. Assisted by event Security staff

 **Lead Staff:** Ray/Paula

 **Shifts: 2 volunteers -> 6:30 – 9:30 a.m.**

 **2 volunteers -> 9 a.m. – noon**

 **2 volunteers -> 4-6 p.m.**

**Park Area Runner** Fill-in areas needed, assist Lead Staff with miscellaneous duties as needed

 **Lead Staff:** Paula

 **Shifts: 1 volunteer -> 10 a.m. – 2 p.m.**

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**Youth Art/Music Workshop:** Assist with children’s activities until supplies run out

 **Lead Staff:** Dawn Spears

 **Shifts: 2 volunteers -> 10 a.m. – noon**

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