

Eagan July 4th Funfest

2010-2011 VOLUNTEER OPPORTUNITIES

Committee/Planning

Not available on the Fourth of July? No problem, we have opportunities to be involved throughout the entire year:

- **Committee Member**
 - The Funfest Committee meets monthly on the first Thursday of each month. Attend a meeting and volunteer to assist with or lead activities that are identified during the planning cycle.
- **Communication Planning**
 - Great opportunity for a communications major or experienced communications planner. Funfest produces promotional pieces and other communication throughout the year, and some assistance formalizing this effort is much needed!
- **Promotions**
 - Button program – Work with the Button Program coordinator to identify, contact, and follow up with local merchants to obtain their agreement to be included in the coupon booklet that accompanies each Funfest Button purchase.
 - Parade units – Work with the Parade coordinator to identify, contact and follow up with local organizations to obtain their agreement to enter a unit in the July 4th parade.
- **Social Networking**
 - Work with the Social Networking coordinator to identify social networking methods and capitalize on opportunities to drive participation.
- **Volunteer Coordination**
 - Work with the Volunteer coordinator to identify and gain commitment from people/groups for the many volunteer opportunities identified that will ensure success of the Funfest.
 - Take responsibility for a group of volunteers during a Funfest event.

Festival Staging

- **Festival Grounds Preparation**

DUTY: Set up of tables and chairs in the beer and gaming tents, hang decorative lighting in gaming tent, provide assistance to vendors as requested (i.e., delivering ice).

LOCATION: Festival Grounds

TIME: July 2, 10 a.m. – 2 p.m.

TOOLS: Work gloves

VOLUNTEERS NEEDED: 10

- **Fireworks Preparation**

DUTY: Stake VIP Fireworks space and signage placement with Sparkle Section area

LOCATION: Festival Grounds

TIME: July 4, 9 a.m. - 10 a.m.

TOOLS: Mallet, work gloves

VOLUNTEERS: 2

Parade

- **Volunteer Check In**

DUTY: Sign in volunteers, supply tee shirt, nametag and assignments.

LOCATION: Lockheed Martin parking lot

TIME: July 4, 8 a.m. - 1 p.m.

VOLUNTEERS: 2

- **Banner Escorts**

DUTY: Walk sponsor banners down route in parade.

LOCATION: Corner of Yankee Doodle and Blue Cross at banner insert valve

TIME: July 4, 9:30 a.m. - 12:30 p.m.

VOLUNTEERS: 50-60

- **Parade Marshals**

DUTY: Work a 2-3 block section, ensuring crowd stays near curb; watch for people darting into parade traffic. Advise parade units to keep pace with unit ahead of them and remain within their unit space; remind units of policy to deliver candy and other handouts at curb rather than throwing from parade vehicles.

TIME: July 4, 9:30 a.m. - 12:30 p.m.

VOLUNTEERS: 20

- **VIP and Judge Host**

DUTY: Decorate judging tent space, welcome and greet judges and individuals with VIP lanyards, and serve refreshments.

LOCATION: Judging VIP tents in middle of parade route

TIME: July 4, 9:30 a.m. - 12:30 p.m.

VOLUNTEERS: 2

- **Parade Judges**

DUTY: Watch parade, mark ballots and take notes, tally end results

LOCATION: Judge and VIP tents along route.

TIME: 9:30 a.m. - 1 p.m.

VOLUNTEERS: 6

- **Parade Dispersal**
 DUTY: Direct parade unit participants to water trailer, hand out water bottles, and keep traffic moving to reduce bottleneck.
 LOCATION: Lockheed Martin parking lot
 TIME: July 4, 10:00 a.m. -1:00 p.m.
 VOLUNTEERS: 4

- **Banner Collectors**
 DUTY: Collect banners and poles from parade units, note return on list, remove banners from poles, and place banners in flat pile according to size.
 LOCATION: Lockheed Martin parking lot
 TIME: 10:00 a.m. -1:00 p.m.
 VOLUNTEERS: 2

Festival

- **Event Photographer**
 DUTY: Take photos of specified logistical items and festival attendees throughout the event, supply committee digital disk of photos taken.
 LOCATION: Festival grounds and parade route
 TIME: July 2 – July 4, open to close of event
 TOOLS: Digital camera
 VOLUNTEERS: 2

- **Vendor Liaison**
 DUTY: Check in with vendors to see if they need anything, inquire how things are going, and ask for feedback/suggestions, report findings to festival leadership.
 LOCATION: Festival grounds
 TIME: July 2 – July 4, 2-3 times each day
 VOLUNTEERS: 3 (One per day)

- **Grounds Crew**
 DUTY: Pick up and dispose of trash, empty garbage containers, replace garbage bags, and ensure correct placement of garbage containers.
 Note: This activity may qualify as a fundraising activity for non-profit/youth groups.
 LOCATION: Festival grounds
 TIME: July 2 – July 4, every two hours while festival is open
 TOOLS: Work gloves
 VOLUNTEERS: 20

Fireworks

- **Safety monitors**

DUTY: Help keep pedestrians safe during arrival and dispersal of fireworks.

LOCATION: Parking areas in and around City Center

TIME: July 4, 8:00 p.m. – 11:30 p.m.

TOOLS: Flashlight

VOLUNTEERS: 20

- **Handicap Parking**

DUTY: Manage entry to handicap parking area.

LOCATION: Entrance to lower level City Center parking area

TIME: July 4, 8:00 p.m. – 10:00 p.m.

TOOLS: Flashlight

VOLUNTEERS: 2

- **Fireworks VIP Section Host**

DUTY: Ensure all entering Sparkle Section have VIP lanyards, serve refreshments.

LOCATION: Lower level City Center parking area

TIME: July 4, 8:00 p.m. – 10:00 p.m.

TOOLS: Flashlight

VOLUNTEERS: 2