

7th Annual HickoryFest

August 15-17, 2008

VOLUNTEER INFORMATION AND APPLICATION

Hickory Fest wants to be known as one of the friendliest and best-organized festivals in the country. Our volunteers -- working in all phases of the event -- create a safe, clean and enjoyable weekend for all. They maintain the festival site, greet patrons, sell tickets, provide information, park cars, direct traffic, assist campers, manage stages, prepare food, recycle trash, provide first aid, and supervise children's activities. As a volunteer, you will become a member of our unique family, and the many visitors to the festival will benefit from your service.

Basic Volunteer Information:

1. EVERY VOLUNTEER -- new or returning -- must submit an application EACH YEAR. Priority is given to returning volunteers, on a first-come, first served basis. Priority is next given to those who apply early and to those who are able to arrive early. Be advised that there may be no openings on some crews.
2. We would like you to be able to work all three days of the festival; however, some people can perform their shifts on less than three days. See crew descriptions in application for details.
3. Minimum age is 18.
4. Volunteers are assigned to a specific crew by the Volunteer Coordinator. Placements are based on festival needs, crew chief recommendations, past performance, seniority, and/or suitability to tasks required. Once you are assigned to a crew, your crew chief will assign shift times and specific duties on a first come, first-served basis. We will try to assign you when and where you wish, but this is not always possible. Read crew descriptions carefully (found on the volunteer application form), and be sure you are willing and able to take on crew duties.
5. Schedules are arranged by your crew chief. Volunteers work four hours per day throughout the festival including an evening shift. Some jobs are two 2-hour shifts each day depending on the crew while some crews work one 4-hour shift per day. Most crew chiefs will allow you to swap a shift with a fellow crew member, if mutually agreeable.

Additional points to consider:

Many volunteer jobs require some degree of physical activity. Whether it is standing, walking, lifting or other types of exertion, be prepared for some motion, and respect your own limitations. We all work hard, but we want your experience to be a positive one. Plan to be out in the elements during your time with us. Some work areas are tented, but many require protection from sun and rain. It can also get chilly at night, so come prepared with gear for all types of weather. You'll be glad you did. Finally, be aware of your own time limitations and the needs of your family. If you want to volunteer and plan to bring your children, arrange for a friend or relative to watch them while you are working. Many families participate by signing up only one parent to volunteer, with the other taking on parental duties. We want your choice about volunteering at Hickory Fest to be an informed one, and the right one for both you and our festival family.

Volunteer Appreciation Package:

In return for satisfactory service at the Hickory Fest, our volunteers receive:

1. Free admission to the festival each day you work at least four hours
2. Free tee shirt voucher for those working a minimum of 8 hours – voucher good for a free solid color festival tee-shirt or credit towards a festival tie-dye tee-shirt or sweatshirt.
3. Lots of appreciation from others and self-satisfaction for a job well done!

To maintain satisfactory volunteer status, volunteers must:

1. Treat patrons and other volunteers courteously at all times.
2. Arrive for your shift on time.
3. Complete all shifts assigned by your Crew Chief.
4. Arrive for your shift completely sober and never consume alcohol while on duty.

Failure to comply with these requirements may result in revocation of volunteer status and festival privileges.

How to Apply:

1. ALL VOLUNTEERS (new and returning) must fill out an application EACH YEAR without exception. Please mail completed forms to:
Hickory Fest, c/o Jim Cunningham, 87 Post Ave., Westbrook, CT 06498.
Use one form per person.
2. Answer all questions. Make as many copies as you need.
3. If you wish to work with a friend/spouse on the same crew, use the note section to explain. We'll do our best to accommodate your request.

Follow Up:

Approximately two weeks before the festival, veteran volunteers will receive a notice confirming their place on a volunteer crew. New applicants will usually receive a phone call from the Volunteer Coordinator to discuss expectations, availability, crew choices, and suitability. Not everyone who applies is accepted. Some crews fill up early with veterans.

Got Questions?

If you have additional questions about volunteering, e-mail hickoryfest@hotmail.com or cunninjp@aol.com or you can also call the Hickory Fest hotline at 570-439-4079 or write to Hickory Fest c/o Jim Cunningham, 87 Post Ave, Westbrook, CT 06498

Top of Form

HICKORYFEST 2008 VOLUNTEER APPLICATION

(**Bold** titles are required fields)

PLEASE FILL OUT AS ACCURATELY AS POSSIBLE

And mail to: HickoryFest c/o Jim. Cunningham , 87 Post Ave., Westbrook, CT 06498

Name: Last _____ First _____

Address: _____

Phone: Home _____ Cell _____ Work _____

Email: _____

Age: 18-21; 22-34; 35+

Sex (circle one): M F **T-Shirt Size** (circle one): M L XL XXL XXXL

CREWS:

Merchandise, Security, Gates, Facilities, Kids' Tent,

Hospitality, First Aid, Ticket Sales & Greeting

From the above list, indicate what crews you've worked on in the past: _____

Or check one of the following: I am a new volunteer
 I volunteered in the past but not last year

Please indicate your arrival date for scheduling purposes:

Wed 8/13 Thu 8/14 Fri 8/15 Sat 8/16 Sun 8/17

Previous volunteer years:

2002 2003 2004 2005 2006 2007 Never

Please list three crews you request to work this year in order of preference:

1 _____ 2 _____ 3 _____

Optional—Other Relevant Information: On the back or on a separate sheet of paper, please list skills/qualifications, reasons for volunteering, any physical limitations, and any other relevant information.

THANK YOU FOR YOUR HELP AND PARTICIPATION!

HickoryFest
c/o Jim Cunningham
87 Post Ave.
Westbrook, CT 06498

Crew Descriptions

Merchandise, Security, Gates, Facilities, Kids' Tent,
Hospitality, First Aid, Ticket Sales & Greeting

1. Merchandise
This crew sells festival and band merchandise from the Merchandise Tent located next to the stage. The Merchandise Tent is open as long as the main stage has entertainment. Also need help setting up at the beginning of each day, and securing the merchandise at the close of the night.
2. Security
Security is responsible for maintaining a safe and secure festival area. This crew has a lot of responsibility with a very customer-focused attitude. Sometimes late hours and often on-call.
3. Facilities
Helps with maintaining a clean site, including trash pickup periodically throughout the day and at the close of each day, moving tables and chairs when necessary, setting up the grounds prior to the festival, cleaning up the area at the end of each day and after the festival is over, helping to set up the workshop area on Saturday morning, providing water to the gate and ticket sales personnel, and making sure the portajons are serviced (through an independent contractor).
4. Kids' Tent
The Kids' Tent volunteers manage the arts and crafts, including purchasing and organizing supplies, maintaining a safe and secure play area for children. Open only during the day on Friday, Saturday and Sunday.
5. Hospitality
Volunteers maintain a clean backstage hospitality area with refreshments for band and festival staff, Purchase supplies, prepare food, clean up after serving.
6. First Aid
This crew sets up supplies and provides first aid as required to festival attendees. Should have First Aid, EMT or medical training.
7. Ticket Sales & Greeting
Greets cars at campground entrance, instructs cars where to go (day parking vs. camping), is runner between ticket booth and cars, sells festival tickets, hands out programs.

Other responsibilities:

1. Stage: Decorates the stage, helps sound crew as required, keeps fresh water for bands, keeps stage clean between sets, makes sure bands are ready to go on stage 15 minutes prior to set, help emcees as required.
2. Power: Makes sure there is sufficient power to run the sound, provides lighting to vendors. Also sets up lighting for after hours (portions and backstage).
3. VIP Check-in: Administers volunteer workforce, checks in bands, volunteers, staff, and vendors.
4. Workshops: Sets up and prepares workshop area. Arranges workshop teachers, provides any necessary equipment.
5. Vendor setup: Greets vendors and instructs them on where to setup. Coordinates with power crew to make sure vendors have adequate power.

HickoryFest 7
c/o Jim. Cunningham
87 Post Ave.
Westbrook, CT 06498