



Volunteer Instructions

Thank you for your interest in being an important part of the annual Orting Pumpkin Fest, held in Orting City Park on the second Saturday in October.

Your primary role as a volunteer at the Orting Pumpkin Fest is to represent yourself, the Tacoma Events Commission, and this community in the very best way you can. In this respect, you are more than a volunteer; you are a goodwill ambassador and play host to the many people who come to enjoy this event. We have only one chance to make a good first impression.

The following information is designed to ensure that you know when and where to check in, and what to expect during your volunteer shift.

CHECK-IN: Please try to arrive approximately 30 minutes prior to the beginning of your shift (Shifts run from 8AM – noon, noon to 4PM, and 4PM – 8PM). This will allow you time to check-in, verify that we have the appropriate applications and waivers on file, pick up your festival t-shirt, instructions and get to your assigned area on time.

Volunteers should check in at the **INFORMATION BOOTH** located near the Bell Tower on Train Street.

VOLUNTEER SCHEDULE: The volunteer schedule (subject to change at the last minute) is also included here. If you are not able to check-in on time, or are unable to make it for your volunteer shift, please contact me by email (before the event) or the area supervisor (during the event) at the number listed on the schedule.

PARKING: There is abundant parking in the vicinity of the Orting City Park. Please ensure that you are parking in a valid parking area/space. We ask that volunteers park away from the event to save adjacent parking for the general public.

FOOD: Volunteers who work to shifts will receive coupons for meals at designated vendor's booths. In addition, we will have light snacks and beverages at the Information Booth.

VOLUNTEER DUTIES AND EXPECTATIONS:

Have a great time – if you enjoy the festival, our guests will probably have a good time, too!

Help maintain the necessary cleanliness, safety, security of the events – be on the lookout for the “out of the ordinary,” and make sure your supervisor/zone manager/volunteer coordinator are aware of those activities right away. Do not put yourself at risk under any circumstances.

There is potential that you will answer the same questions over and over again, and our hope is that you’ll do this with a friendly smile and cordial manner.

Be ready help set-up, clean-up, move tables and chairs into place, hang banners, place signs, help vendors and performers, help things safe and secure, answer questions, sell merchandise, help run activities, organize things – and just generally pitch in where needed, if the situation calls for extra help.

Observe all safety rules and use your common sense. No one enjoys an event if they are hurt. If you are injured, please report it to your area supervisor immediately and seek first aid assistance at the Information Booth.

Follow the directions of the director to whom you are assigned. Clear any unforeseen issues with that person before taking on any other tasks.

Please do not bring minor children to your work area with you. Ensure they have a designated adult supervisor until your shift is complete.

Please work your assigned shift then relax and enjoy the day. This is a very family-oriented event, so we hope you will have your family and friends join you.

VOLUNTEER DRESS: Since this is a Fall event, it may be both cold and damp/rainy. Please dress for comfort! We will issue you an event t-shirt as a small thanks for the invaluable help you will be providing. You might want to consider layering beyond that to stay warm. Comfortable shoes are a must! Since there will be no secure place to store purses or other personal belongings, we encourage you to use a waist pack or small backpack for those items.