

# Volunteer Registration 2017



**All forms must be submitted by Friday, June 23, 2017.**

**Festival Dates and Operating Hours:**

Friday, July 7, 5-10pm / Saturday, July 8, Noon-10pm / Sunday, July 9, Noon-9pm

**Festival Location:** 4400-4560 N. Lincoln Ave., Chicago

**Festival Website:** www.SquareRoots.org

**CONTACT INFORMATION** (Please type or print legibly. Form must be fully completed.)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_

Email Address (REQUIRED) \_\_\_\_\_ Are you over 21?  Yes  No

Organization/company affiliated with \_\_\_\_\_

I would like to work with (friend/relative/partner) \_\_\_\_\_

Please state how you heard about this volunteer opportunity \_\_\_\_\_

**PLEASE NOTE:** Due to attempted theft at a previous festival event, Square Roots has been forced to implement an additional security measure. All volunteers must provide a photo copy of a valid ID (Information to be shredded on Monday, July 10) with the Volunteer Registration form.

**REQUESTED ASSIGNMENT**

Please indicate your 1st, 2nd and 3rd choice for the shift you wish to be assigned (see information to the right). We make every effort to accommodate your first choice on a first come, first served basis. Volunteers must be friendly and outgoing. Please note, back to back shifts will not be permitted.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

I would like to volunteer for additional shifts.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

T-shirt size: \_\_\_\_\_

Volunteers must wear Volunteer T's at the event.

A photocopy of my ID is attached to this form.

All volunteers must check in at the Volunteer Tent at least 15 minutes prior to the start of the shift. Volunteers for the first shifts on Saturday and Sunday are not required to arrive earlier than 11 AM.

For the safety, security and benefit of our participants and guests, volunteers must abide by the rules and guidelines on the reverse side. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

**SHIFT INFORMATION** (See reverse side for duties of each area.)

**Friday, July 7**

SET UP	(1) 11:00am-2:00pm	(2) 2:00-5:00pm	_____
GATE	_____	(3) 4:00-7:30pm	(8) 7:00-10:00pm
ID LINE	_____	(4) 4:30-7:30pm	(9) 7:15-CL
BEVERAGE	_____	(5) 4:30-7:30pm	(10) 7:15-CL
TICKETS	_____	(6) 4:15-7:30pm	(11) 7:00-10:00pm
FLOATER	_____	(7) 4:30-7:30pm	(12) 7:15-CL

**Saturday, July 8**

GATE	(13) 11:15am-3:00pm	(19) 2:30-6:30pm	(25) 6:00-10:00pm
ID LINE	(14) 11:30am-3:00pm	(20) 2:30-6:30pm	(26) 6:00pm-CL
BEVERAGE	(15) 11:30am-3:00pm	(21) 2:30-6:30pm	(27) 6:00pm-CL
KIDS AREA	(16) 11:30am-3:00pm	(22) 2:45-6:15pm	_____
TICKETS	(17) 11:30am-3:15pm	(23) 2:45-6:30pm	(28) 6:00-9:45pm
FLOATER	(18) 11:30am-3:00pm	(24) 2:30-6:30pm	(29) 6:00-CL

**Sunday, July 9**

GATE	(30) 11:15am-2:30pm	(36) 2:00-5:30pm	(42) 5:00-8:30pm
ID LINE	(31) 11:30am-2:30pm	(37) 2:00-5:30pm	(43) 5:00pm-CL
BEVERAGE	(32) 11:30am-2:30pm	(38) 2:00-5:30pm	(44) 5:00pm-CL
KIDS AREA	(33) 11:30am-3:00pm	(39) 2:45-6:15pm	_____
TICKETS	(34) 11:30am-3:00pm	(40) 2:30-6:00pm	(45) 5:30-9:00pm
FLOATER	(35) 11:30am-3:00pm	(41) 2:30-6:00pm	(46) 5:30-9:00pm
TEAR DOWN	_____	_____	(47) 8:00-CL

PRESENTED BY

PRODUCED BY



Volunteer Signature \_\_\_\_\_

Date \_\_\_\_\_

# Volunteer Rules and Guidelines 2017

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## SHIFT DUTIES

- **GATE:** Accept entrance donations (cash), hand out schedule, hand stamps. Volunteers must be friendly and outgoing to interact with festival-goers.
- **ID LINE:** Check IDs and wristband persons 21 and over.
- **BEVERAGE:** Pour and hand out beverages, accept tickets for beverages. Must be 21 or older.
- **KIDS AREA:** Collect donations, hand out wristbands and goodie bags, assist with activities.
- **TICKET SELLERS:** Exchange tickets for money and/or credit cards. Must be 21 and over, friendly with festival-goers and comfortable with working a credit card machine and handling money.

## PROMOTE YOUR COMPANY OR ORGANIZATION!

Lincoln Square companies or organizations staffing a booth (6 or more people) will be recognized with a banner at the event as space permits. To take advantage of this program, **forms must be submitted by Monday, June 26.**

## VOLUNTEER RALLIES

- All festival volunteers will be required to attend a short volunteer rally session prior to the event. Volunteers who attend a rally will be given first priority in scheduling. Rallies will be held:
  - Saturday, June 24, 2pm  
Szold Hall, East building, 4545 N. Lincoln Ave.
  - Wednesday, June 28, 4pm & 6:30pm  
Szold Hall, East building, 4545 N. Lincoln Ave.
  - Thursday, June 29, 8 pm  
Maurer Hall, West building, 4544 N. Lincoln Ave.

## ON-SITE REQUIREMENTS

- Volunteers must check-in at Volunteer Registration for their assignment when they arrive at the festival. LSRCC/OTSFM will provide t-shirts to Volunteers when they sign-in. Volunteers will be issued one t-shirt per day. There are no on-site changing facilities.
- Volunteers working in the Beer Tents must be 21 or older. **NO exceptions!**
- Upon completion of each shift, volunteers must sign out at the Square Roots Volunteer Area. Food and beverage tickets will be presented to each volunteer at the **sign-out** of each shift. If you are working the last shift of the day, please arrive 45-60 minutes BEFORE the start of your shift to receive your tickets. After using your tickets, report back to Volunteer Check-In 15 minutes early to be assigned to your post.
- **Back to back shifts will not be permitted.**
- Volunteers are asked to arrive for their shift at least 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition. For the first shifts on Saturday and Sunday, volunteers are not required to arrive earlier than 11am.
- Volunteers **will not** be allowed to drink alcoholic beverages while on duty.

- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

## GENERAL

- All volunteers are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at the LSRCC's and OTSFM's discretion.
- Due to attempted theft at a previous festival, Square Roots has been forced to implement an additional security measure. **All volunteers must provide a photo copy of a valid ID** with the Volunteer Registration form.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Square Roots, the Lincoln Square Ravenswood Chamber of Commerce, Old Town School of Folk Music and/or Big Buzz Idea Group.

## LIABILITY LIMITATIONS

- LSRCC, OTSFM, BBIG, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.

## SUBMIT YOUR VOLUNTEER REGISTRATION FORM TO

Big Buzz Idea Group

Online: [www.squareroots.org/volunteers](http://www.squareroots.org/volunteers)

Via email: [Craig@BigBuzzIdeaGroup.com](mailto:Craig@BigBuzzIdeaGroup.com)

Via fax: 773.804.8986

Via mail: Square Roots c/o Big Buzz Idea Group  
4055 W. Peterson Ave., Ste 105, Chicago, IL 60646

Please contact Craig at 773.804.8589 with any questions regarding volunteering.

**Thank you for volunteering. We couldn't do it without you.**

**Mistreatment of event staff or volunteers will not be tolerated. LSRCC, OTSFM and BBIG reserve the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.**

## WE APPRECIATE OUR VOLUNTEERS!

A post-event party will be held to honor our volunteers. Be sure to include your email address on the application to receive your invitation and additional information about the post-event party.