



## VOLUNTEER FOR THE INVERMERE MUSICFEST

Thank you for your interest in volunteering for the **Invermere MusicFest**. What a great opportunity to come out and support our community and assist in making the festival a success. Volunteers are the backbone of the Invermere Music Festival and your hard work and dedication, along with your enthusiastic attitude will spread the fun festival atmosphere and ensure we have an organized and safe event.

### WHY VOLUNTEER FOR THE INVERMERE MUSIC FESTIVAL?

When you volunteer for the Invermere Music Festival you are assisting in one of the best ways possible to support music in the valley and contribute to the success of the festival. Our volunteers share a passion for the festival, the music, the comrade and through their volunteer work help build a foundation for our festival and volunteer community.

### WHAT ARE THE BENEFITS OF VOLUNTEERING?

- Free access to the Invermere Music Festival with your commitment of minimum 4 to 5 hr shift and assist with set up/clean up. Can't assist with clean up or set up?? Please sign up for an extra shift-this makes a fair trade off for everyone!
- Access to snacks/drinks (please provide your own snacks/drinks if you have special dietary needs as we cannot accommodate these requests at this time)
- Opportunities to make new friends
- Boast your Community pride
- Be a Community Ambassador
- Wow!! A Waterfront Music Festival in an outdoor lakeside venue
- Have Fun! Fun! Fun!

### WHAT WILL I DO AS A VOLUNTEER?

We need volunteers to carry out a wide variety of tasks using a wide spectrum of physical, technical and interpersonal skills. We make every effort to place volunteers where their specific skill sets or qualifications fit and we want our volunteers to feel comfortable in their positions. Although you may have your heart set on a specific area, we will try our best to accommodate your request. Volunteers are scheduled on a first come basis. We are recruiting for adult volunteers to fill a minimum 4 to 5 hour shift schedule as well as assisting with clean up/set. If you can't assist with set up or clean up, please sign up for an extra shift. This makes for a fair trade off for everyone! We will need 80 plus volunteers to assist our various crews and shifts. We need your help to make this Festival a success!!

### WHAT IS MY TIME COMMITMENT?

Volunteers need to be available for a minimum of a 4 or 5 hour shift during the day/evening of the Invermere Music Festival. Also volunteers will be required to assist with putting the festival up the night before, taking the festival down the day after, and cleaning the grounds. Volunteers will also be needed for the workshops being held on Sunday at Pynelogs. Our suggestion is if you sign up for the shift on Friday evening, we need you to come on Sunday to assist with clean up. If you sign up for a Saturday shift we need you to come out on Thursday to assist with set up. If you can't assist with clean up or set up, please sign up for an extra shift. Options can be discussed with the Volunteer Coordinator.

Pre-Festival Crew shift – Friday

10:00 AM – 3:00 PM

Invermere Music Festival Shifts – Friday

4:00 PM – 8:00 PM

7:00 PM - Midnight

Invermere Music Festival Shifts – Saturday

11:00 AM – 4:00 PM

3:00 PM – 8:00 PM

7:00 PM - Midnight

Post-Festival Crew shift – Sunday

9:00 AM – 2:00 PM

# WHAT CREWS CAN I VOLUNTEER FOR?

## ***Pre-Festival Crew (Friday Morning 10:00 AM – 3:00 PM)***

- Assist with the set up of the festival such as fencing, stages, tents, tables, signage cleaning area grounds, placement of garbage receptacles, set up of front gate entrance (entails physical work please bring work gloves and wear good shoes.)

## ***Front Gate (Friday Evening 4:00 PM-8PM; 8:00 PM-Midnight)***

***(Saturday 11:00 AM-4:00 PM; 3:00 PM-8:00 PM; 7:00 PM-Midnight)***

- The first shift on Friday evening will assist with last minute tasks before opening of gates
- The first shift on Saturday morning will assist with last minute tasks before opening of gates
- Meeting, greeting, directing and organizing festival goers at the front gate
- Controlling and securing cash, selling festival tickets, ability to work debit/credit machine, collecting pre-paid and VIP tickets from generated list, checking ID and securing appropriate wristbands, checking off volunteers, providing lanyards and directing volunteers to meeting site
- No alcoholic beverages are allowed to enter the premises. Security will be present at the front gate at all times.
- Once gates close, the last shift will become “floaters” to assist wherever needed. Also will assist with some of the tear down after the completion of music festival

## ***Beer Gardens (Friday Evening 4:00 PM-8PM; 8:00 PM-Midnight)***

***(Saturday 11:00 AM-4:00 PM; 3:00 PM-8:00 PM; 7:00 PM-Midnight)***

- BC Liquor Law requires anyone over the age of 19 serving alcohol to hold a valid “Serving It Right” Certification. Alberta Pro is also recognized in BC. Therefore, our volunteers working the Beer Gardens must hold proper certification.
- First shift will assist with set up and last shift will assist with clean up/tear down
- Working in the beer area serving beer and/or wine, keeping ice tubs full, stocking liquor as needed and collection of beer tickets.

## ***Beer Ticket Sales (Friday Evening 4:00 PM-8PM; 8:00 PM-Midnight)***

***(Saturday 11:00 AM-4:00 PM; 3:00 PM-8:00 PM; 7:00 PM-Midnight)***

- Selling alcohol tickets outside the beer tent, controlling and securing cash and tickets (do not need to hold certification to sell liquor tickets)
- Assist with stocking liquor if required (one person will assist Beer Garden and one person will stay selling tickets)

## ***Enviro/Floaters (Friday Evening 4:00 PM-8PM; 8:00 PM-Midnight)***

***(Saturday 11:00 AM-4:00 PM; 3:00 PM-8:00 PM; 7:00 PM-Midnight)***

- Walking the perimeter of the festival grounds, ensuring fencing is secured with no “extra entrances” being utilized, directing people to entrance/exits
- Act in the capacity of “floaters” to assist where needed, runners for supplies-may entail some physical lifting
- Ensure garbage receptacles are emptied; collect any litter on the ground. Keep the grounds clean
- Assist with any coverage needed at gate entrances especially loading and unloading zones
- Assist with garbage collection and emptying of cans at Beer Tent
- Last shift will assist with clean up or tear down on completion of music festival

## ***Hospitality Tent (Friday Evening 4:00 PM-8PM; 8:00 PM-Midnight)***

***(Saturday 11:00 AM-4:00 PM; 3:00 PM-8:00 PM; 7:00 PM-Midnight)***

- Ensure food is restocked in hospitality tent, keep area clean, remove garbage, assist in other capacities as needed
- Act as a food runner, loading/unloading of food and beverages (requires lifting and possibly driving of a vehicle)
- Ensure the volunteer area is stocked with food and kept clean
- First shift will assist with set up and last shift will assist with tear down on completion of music festival

## ***Post Festival Crew (Sunday 9:00 AM-2:00 PM)***

- Assist with the take down of the festival. Ensure the grounds have been cleaned and all garbage/litter has been collected. Take down of tents; assist with tear down of fence and any other duties necessary to return the grounds back to their natural state. Physical lifting required. Please bring work gloves and wear good shoes.

## **WHAT ARE THE EXPECTATIONS OF VOLUNTEERS?**

The Invermere Music Festival volunteers are our community ambassadors. We want to create the best experience possible for our festival patrons and our volunteers. Your responsibilities as a volunteer are:

- Treating fellow volunteers, performers, patrons and others with respect and kindness
- To fulfill your volunteer tasks and time commitment as agreed
- To acknowledge your position of trust in dealing with monies, properties belonging to the Festival, it's sponsors, artists, vendors or performers
- To refrain from alcohol use while on your volunteer shift
- To refrain from use or possession of illegal substances on site
- Bring forward any concerns or suggestions to the Volunteer Coordinator on site
- To represent the Invermere Music Festival in a positive way

## **WHAT DO I BRING?**

Our valley weather has been known to have a mind of its own!! Please be prepared for the weather – rain or shine!

- Raingear, raincoat, umbrella,
- Closed toed shoes such as runners, hiking boots for your own safety
- Hat, sunscreen, insect repellent
- Change of clothing and jacket-especially daytime to evening shifts as it gets cooler
- Flashlight or headlamp for evening shifts
- Work gloves if you are on the pre or post festival crew involved with set up or tear down
- Water, snacks (if you have special dietary needs please provide your own snacks/water as we cannot accommodate these requests at this time)

## **HOW DO I SIGN UP TO BECOME A VOLUNTEER?**

- **SIGN UP ONLINE** by visiting [www.invermeremusicfest.com](http://www.invermeremusicfest.com)
- **PHONE 250.342.4423**
- **EMAIL** [info@columbiavalleyarts.com](mailto:info@columbiavalleyarts.com)

**The Volunteer Coordinator will be in contact with you once you have signed up to provide you with further information**

**THANK YOU FOR SUPPORTING THE INVERMERE MUSIC FESTIVAL**