



## ATLANTA INDEPENDENCE RUM & WINE FESTIVAL VOLUNTEER WELCOME PACKAGE

Dear Volunteer:

The 2021 Atlanta Independence Rum & Wine Festival Volunteer Committee is elated that you are volunteering and sharing your energy with us to help make 2021 Atlanta Independence Rum & Wine Festival a success. You are in store for a wonderful and rewarding experience!

Volunteer opportunities at Atlanta Independence Rum & Wine Festival 2021 are varied, fun, challenging, and full of excitement. Our goal is to unite people across different backgrounds, exposing and educating them about the Caribbean culture through Food, Music, and Art.

We have nine (9) areas of the Atlanta Independence Rum & Wine Festival that need volunteers. Please take the time to review the descriptions for each area and see what best fits your interest, choosing no more than three (3) areas of interest.

### **2021 Volunteer Guidelines**

- Must be 15 years of age or older
- Completed and signed application
- Signed waiver form
- Be positive and polished when volunteering

The Atlanta Independence Rum & Wine Festival 2021 will take place on **Monday, July 4<sup>th</sup>, 2021 at the Piedmont Park, 1320 Monroe Drive NE, Atlanta, GA 30306**

**A mandatory volunteer meeting will be held on \_\_\_\_\_,  
(more details forth coming.)**

If you have any questions and/or concerns, feel free to contact

\_\_\_\_\_ or \_\_\_\_\_

Thank you for volunteering with Atlanta Independence Rum & Wine Festival 2021.

Sincerely,

Atlanta Independence Rum & Wine Festival Volunteer Committee



## **VOLUNTEER JOB DESCRIPTIONS**

Below are the job descriptions of each area requiring volunteers. We ask that you choose no more than a **MAXIMUM OF THREE (3) AREAS OF INTEREST**. Each area has a corresponding number on the application that follows these job descriptions. Please make your selections with a 1, 2, or 3 in order of preference. **VOLUNTEERS UNDER THE AGE OF 21 YEARS OLD ARE NOT ALLOWED TO VOLUNTEER IN THE BAR, VIP, BACKSTAGE, AND THE TICKET BOOTH AREAS.**

### 1. VIP Area

The VIP area can be extremely busy at times and requires volunteers who are able to take in and process a lot of information, and who are able to troubleshoot issues while maintaining a positive helpful attitude.

*Duties includes:*

- Meet and greet sponsors, dignitaries, and high-level pass holders as they arrive
- Monitoring VIP area
- Communicate information to guests and assist with their needs
- Answer questions and addressing concerns within VIP area
- Monitoring the status of VIP areas and alerting facilities if needed (*i.e. overflowing trashcans, toilet paper re-stock, wiping down tables*)
- People with strong communication and high-end customer service/hospitality skills
- Acute multitasking skills and know how to prioritize
- **NO TEENS**

***Dates: July 4<sup>th</sup>, 2021***

***Shifts: 10am-2pm; 12pm-4pm; 2pm-6pm; 6pm-10pm***

***Vols per shift: 6***



## 2. Kid Zone Area

*Duties includes:*

- Check-in children ages 5 to 12 who are presented by parent/guardian
- Assuring that parent/guardian and child(ren) have coordinating wristbands or individual tickets
- Ride operators will not check wristbands; their responsibility is the safety of the children using equipment
- Check on height restrictions (minimums) for each inflatable, and then monitor line to make sure children who will not be admitted are not waiting needlessly in line
- Help children with their craft activities by assisting with painting, gluing, using scissors and handling other supplies/equipment that maybe too difficult for younger children
- Maintain a clean and organized activity area

**Dates: July 4<sup>th</sup>, 2021**

**Shifts: 10am-2pm;**

**2pm-6pm Vols per**

**shift: 12**

## 3. Ticket Booth Area

***Preferred skills:***

Volunteers with working knowledge and/or experience as a cashier.

*Duties includes:*

- Capability of handling cash, credit cards, and electronic devices for transactions with customers
- Resolve customer 's complaints, guide and provide relevant information
- Maintain clean and tidy checkout areas
- Keep record of transactions
- Pleasantly deal with customers to ensure satisfaction
- Ability to deal with crowds and give directions to the public

**Dates: July 4<sup>th</sup> 2021**

**Shifts: 10am-2pm; 12pm-4pm; 2pm-6pm; 6pm-10pm**

**Vols per shift: 7**



#### 4. Admission Gate Area

This position will involve frequent standing and some traffic control

***Line Management Duties:***

- Check to ensure that points of entry for each line are clear and understandable
- That people are standing in the correct lines
- Make sure patrons have the correct ticket for their purchase and instruct them to exchange the ticket for a wristband
- **Reminding patrons that there will be no re-entry back into the park without purchasing a new ticket**

***Wristband Exchange Duties:***

- Exchange the correct ticket for the correct color wristband and place tickets in the correct slot box
- Volunteer must not give wristbands directly to the patron. Every ticket must have a face attached to it, and the wristband must be placed directly on the wrists of all patrons
- Direct patron to entry of festival grounds

***Dates: July 4<sup>th</sup> 2021***

***Shifts: 10am-2pm; 12pm-4pm; 2pm-6pm; 6pm-10pm***

***Vols per shift: 10***

#### 5. Media Area

Check in Press/Media

- Assist in guiding Artist to Press/Media Area

***Dates: July 4<sup>th</sup> 2021***

***Shifts: 2pm-4pm***

***Vols per shift: 1***



## 6. Backstage Area

### **Hospitality Duty:**

- Assisting artists as needed and being hospitable to the Artists
- Assuring refreshments/food are available to artists from inside the hospitality tent and managing the Setup, Operations, and Cleaning of the Hospitality Tent.
- Escort Artist to Backstage Area

**Dates: July 4<sup>th</sup> 2021**

**Shifts: 2pm-4pm; 3pm-**

**10pm Vols per shift: 4**

## 7. Bar Area

### **Preferred skills:**

Volunteers with working experience as a Bartender and knowledge of mixing and garnishing alcohol beverages

### **Requirements:**

- Must be 21 years or older
- Good customer service skills
- Basic math skills and can handle cash

### **Duties include:**

- Preparing and mixing ingredients for alcohol beverages for patrons
- Interacting with customers, taking orders and serving drinks
- Capability of handling cash, credit cards, and electronic devices for transactions with customers
- Distributes drink tickets and wristbands
- Must be able to deal with crowds and give directions to the public
- Restock/replenish bar inventory & supplies while maintaining an organized, stocked & clean area at all times
- Comply with all food and beverage regulations.
- Assist with set up of bar area and maintain bar lounge area free of debris/garbage and tables are cleaned.
- Requires the ability to lift and/or move up to 40 pounds. Assists with simple tear down at the conclusion of the event day.

**Dates: July 4<sup>th</sup> 2021**

**Shifts: 12pm-4pm; 2pm-6pm; 6pm-10pm**

**Vols per shift: 14**



## 8. Concession Area

### ***Preferred skills:***

Working knowledge and/or experience as a cashier is ideal

### ***Duties include:***

- Capability of handling cash, credit cards, and electronic devices for transactions with customers
- Must be able to deal with crowds and give directions to the public
- Resolve customer complaints, guide them and provide relevant information
- Maintain clean and tidy checkout areas
- Keep record of transactions of non-alcoholic beverages (Water, Juice, Ices, Popcorn, Cotton Candy and Ices sold
- Pleasantly deal with customers to ensure satisfaction

***Dates: July 4<sup>th</sup> 2021***

***Shifts: 10am-2pm; 12pm-4pm; 2pm-6pm; 6pm-10pm***

***Vols per shift: 10***

## 9. Vendor Area

### ***Duties include:***

- Checking-in all sponsors and vendors at a drive-in tent and directing the sponsors and vendors to their assigned position in the park.

***Dates: July 4<sup>th</sup> 2021***

***Shifts: 10am-2pm; 12pm-4pm; 2pm-6pm; 6pm-10pm***

***Vols per shift: 1***

## General Volunteer Area

General assistance volunteers will be assigned to work directly with an event staff member During their hours of service.

### ***Position: Runner/Floater***

Duties will vary considerably and will be based on need throughout the festival to fill in the gaps, run errands, or even take over a role for someone who did not show up.

***Dates: July<sup>th</sup> 2021***

***Shifts: 10am-2pm; 12pm-4pm; 2pm-6pm; 6pm-10pm***

***Vols per shift: 4***



## **Position: Surveyors**

Duties include gathering demographic information from attendees of festival. Assuring devices being used to gather information is working properly. Some basic technologic knowledge is required.

***Dates: July 4<sup>th</sup> 2021***

***Shifts: 10am-2pm; 12pm-4pm; 2pm-6pm; 6pm-10pm***

***Vols per shift: 2***

## **Position: Festival Set Up Crew Member**

### **Qualifications & Requirements**

- Positive attitude
- Ability to follow instructions
- Able to work well independently or in a group
- Physically able to do manual labor

### **Duties & Responsibilities**

- Work under the direction of Event Leaders
- Various set up activities could include but not limited to:
  - Setting up tables and chairs
  - Hanging or erecting signage
  - Decorating
- Running errands

***Dates: July 4<sup>th</sup> 2021***

***Shifts: 2pm-6pm; 6pm-10pm***

***Vols per shift: 12***

## **Position: Festival Tear Down & Clean Up Crew Member**

### **Duties & Responsibilities**

- Various tear down activities could include but not limited to:
  - Removing all signage
  - Collection of all event related items from around the festival grounds
- Cleaning various areas – inside and outside

***Dates: July 4<sup>th</sup> 2021***

***Shifts: 10am-2pm; 12pm-4pm; 2pm-6pm; 6pm-10pm***

***Vols per shift: 12***



# VOLUNTEER APPLICATION

First Name Last Name

Address City State Zip

Cell phone E-mail

Date of Birth School/Employer/Organization

T-Shirt Size: ☐S ☐M ☐L ☐XL ☐XXL Gender: ☐Male ☐Female

Are you certified in any of the following? Check all that applies.

☐BLS ☐CPR ☐AED ☐First Aid ☐PERC Card

Rank the volunteer areas you want to work in utilizing the corresponding number for each area, *i.e.* VIP area=1, Concession area=7 *etc.*): 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_

- |                                                  |                                        |                                             |
|--------------------------------------------------|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> 1. VIP Area             | <input type="checkbox"/> 2. Kid Zone   | <input type="checkbox"/> 3. Ticket Booth    |
| <input type="checkbox"/> 4. Admission Gate       | <input type="checkbox"/> 5. Media      | <input type="checkbox"/> 6. Backstage       |
| <input type="checkbox"/> 7. Bar (21+ older only) | <input type="checkbox"/> 8. Concession | <input type="checkbox"/> 9. Vendor Check In |
| <input type="checkbox"/> 10. General_____        |                                        |                                             |

Describe relevant experiences: \_\_\_\_\_

Emergency Contact Name Contact Number Relationship to you

I hereby agree and acknowledge that I will adhere to and comply with all Chicago Jerk Fest Volunteer Guidelines, of which I am in possession and have read and understand, as stipulated by the Atlanta Independence Wine & Rum Festival Committee. I submit to the sanctions therein. By signing this agreement, I authorize and permit The Atlanta Independence Wine & Rum Fest to use any form of my likeness, including but not limited to images, voices and sounds in any promotional or media campaign. I acknowledge that I am responsible for any licenses or clearances needed for such reproductions and performances. Lastly, I acknowledge that nothing communicated to me has been intended to bind Atlanta Independence Wine & Rum Festival their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises us.

Print Name Signature and date





## VOLUNTEER WAIVER

**Each volunteer MUST sign this waiver, or your registration will be forfeited.**

To the best of my knowledge, I am in good physical condition and fully able to participate in the event(s) for which I am registering. I am fully aware of the risks and hazards connected with the participation in this event, including physical injury or even death, and hereby elect to voluntarily participate in said event(s), knowing that the associated physical activity may be hazardous to me and to my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OR LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or loss or damage to property owned by me, as a result of participation in this event.

I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE Atlanta Rum-Wine Festival, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("RELEASES") from any and all liability, claims, demands, action and causes of actions whatsoever arising of or related to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me or in my possession at the time of the said event(s), while participating in physical activity, or while on or upon the premises where the event(s) is being conducted.

It is my expressed intent that this release and hold harmless agreement shall bind the members of my family, spouse, heir(s), and/or assigned personal representative(s) if I am alive or deceased, and shall be deemed as a RELEASE, WAIVE, DISCHARGE, and CONVENTION TO SUE the above named RELEASES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be constructed in accordance with the laws of the State of Georgia.

In signing this release, I acknowledge and represent that I HAVE READ THE FORGOING Waiver of Liability and Hold Harmless Agreement, UNDERSTAND IT AND SIGN IT VOLUNTARILY as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreements have been made and I EXECUTE THIS RELEASE FOR FULL, ADEQUATE AND COMPLETE CONSIDERATION FULLY INTENDING TO BE BOUND BY SAME.

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Print Name

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Signature and date



## VOLUNTEER CODE OF CONDUCT

***Failure to follow any of the program rules is grounds for expulsion  
a volunteer for the Atlanta Independence  
Rum & Wine Festival***

- Check-in at the Volunteer Tent, located near admissions gate before reporting to your assigned area and check-out at the Volunteer Tent after you have completed your shift. **Your signed volunteer slip MUST be returned after each shift.**
- Wear your volunteer t-shirt/badge/wristband while on duty and ONLY while on duty.
- Remain on duty until the end of your shift. Check-out with your Volunteer Coordinator before leaving your post.
- Use of alcohol or controlled substances before or while on duty is NOT allowed. Any volunteer suspected of using or being under the influence of drugs or alcohol while on duty will be removed from the Atlanta Independence Rum & Wine Festival
- Children, friends, family members, and/or pets may NOT accompany you on your volunteer shift.
- Harassment is NOT allowed. It is not permissible to harass others on the basis of their gender, age, race, color, national origin, religion, marital status, citizenship, disability, sexual orientation, or other personal characteristics.
- Volunteers must comply with all security-related instructions.
- No one is allowed to set up or reserve areas in front of stages before the public gates open at 10:00am.
- Volunteers must adhere to the same prohibition list as the general public.



## **THINGS TO KEEP IN MIND**

- Positions are outdoor and require traversing the Festival Grounds. Dress comfortably and appropriately.
- Comfortable clothes, shoes (preferably closed-toed), sunscreen, hats, and rain gears are encouraged.
- Provocative, revealing, or offensive attire while on duty is not appropriate.
- Food will be provided to volunteers who complete their entire shift. Water will be located at each area for volunteers
- During the Festival portable restroom facilities will be available for volunteer use.
- Bags and backpacks may be no larger than 12" x 10" x 17".
- Volunteers can leave personal items in the Volunteer Tent Area,
- Actual storage space for personal items are not available and the Atlanta Independence Rum & Wine Festival, their officers, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors are not held responsible for any lost or damaged personal items.