



Volunteer Form

First & Last Name: _____

Street Name: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Phone Number: _____ Cell Phone: _____

Previous volunteer experience with other events: _____

Name: _____ Phone Number: _____

I would like to volunteer for the following position at Borrego Days:

- Traffic Closure
- Vendor Liaison
- Parade Staging Area
- Parade Drivers
- Car Show Area

- Cleaning
- Stage Hand
- Volunteer Check in
- Information Booth
- Rover

I would like to volunteer for the following times. Please reference the time frame of the job you are interested. We require a minimum of four hours.

Start Time: _____ End Time: _____

McFARLANE PROMOTIONS, INC.
 c/o **BORREGO DAYS DESERT FESTIVAL**
656 FIFTH AVENUE, SUITE B
SAN DIEGO, CA 92101
619.233.5008 | FAX 619.233.0898
NATALIE@MCFARLANEPROMOTIONS.COM

Volunteer Descriptions

Thank you for volunteering for the Borrego Days Desert Festival to take place on October 21-23, 2011.

Below is brief description of the duties you will be required to perform. Your team leader will be contacting you in mid October to go over your job description and expectations in greater detail.

Traffic Closure – 4 needed (Time Frame: SAT 8 AM to 12 PM)

1. Help distribute barricades and cones along parade route
 2. Man a traffic closure post along the parade route on the inside of the circle
 3. Help collect barricades and cones and return to the road station
- ** CTC certification required (Must be 18+; Certification course will be provided)

Vendor Liaison – 2 needed (Time Frame: SAT 8 AM to 8 PM; SUN 9 AM to 4 PM)

1. Assist vendors as they load into the venue and to find their booth spaces
2. Work as vendor captain and answer all questions that arise
3. Assist with vendor load out

Parade Staging Area – 4 needed (Time Frame: 8 AM to 12 PM)

1. Help place parade participants in order, and help with participant questions

Parade Drivers – 4 needed (Time Frame: 9 AM to 11 AM)

1. Supply a convertible or jeep to drive one of the parade entrants down the parade route
- ** Valid driver's license required

Car Show Area – 2 needed (Time Frame: SAT 9 AM to 3 PM; SUN 8 AM to 3 PM)

1. Assist with car show registration, load in questions, and tallying votes for the awards ceremony

Cleaning – Parade Area – 4 needed (Time Frame: SAT 10 AM to 1 PM)

1. Keep the parade route clear of unnecessary debris
2. Might be asked to replenish trash cans with trash liners as needed.

Stage Hands – 4 needed (Time Frame: SAT 10 AM to 1 PM; SUN 9 AM to 5 PM)

1. Assist band with all needs
2. Make sure band has lunch, water and sodas
3. Work with band throughout their set up and break down

Volunteer Check in – 4 needed (Time Frame: SAT 9 AM to 8 PM; SUN 9 AM to 4 PM)

1. Assist with volunteers checking in and handing them their passes, job description and answering questions prior to their shift
2. Store their belongings in the tent
3. If volunteers are not showing up rearranging volunteers and putting them in time sensitive jobs
4. If volunteers are late calling and checking on their arrival
5. Answering all questions of volunteers
6. Making sure the sodas and waters are kept cool and stocked

Rovers – 12 needed (Time Frame: SAT 9 AM to 8 PM; SUN 9 AM to 4 PM)

1. Volunteers will be assigned to job duties as they are needed or placed in other positions if we are short volunteers in other areas.

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