



Saturday, September 14, 2024 @ 11am – 6pm
Cesar Chavez Ravenswood Middle School Soccer Field @ 1349 Bay Rd, East Palo Alto

Volunteers Role/Responsibilities Overview

**More details will be available for certain tasks at a later date*

1. Setup

- a. Set up 10x10 canopies, tables & chairs
- b. Place trash and recycling bins around the park
- c. Help as needed to move objects, relay messages, and any set up according to the floor plan as necessary

2. Registration

- a. Show QR code or phone number for guests to check in and sign the liability waiver form via their phones
- b. Assist guests to check in using paper form if they don't have a smartphone
- c. Upon presentation of confirmation of registration, give out wristband and raffle ticket

3. Food (All taken by 123 Let's Go! Team)

- a. Check wristband to make sure guests have completed registration process
- b. Use Sharpie to check the "Food" box on wristband once the guest picked up a sandwich at the food booth

4. Inflatable

- a. Line control at each game
- b. Ensure safety of users
- c. Additional guidelines apply

5. Roaming Clean-up

- a. Go around the venue throughout the day to pick up trash/bottles (grabbers provided)
- b. Help as needed to move light objects, such as a chair back to the right place

6. Security

- a. Patrol around the park area to report safety concerns to the trained security team
- b. It is **NOT** your responsibility to engage in the situation. Don't put yourself at risk. Notify the trained team or escalate to police officers for any safety/security incidents

7. Teardown / Clean Up Crew

- a. Collect all items to one area (e.g. tables, chairs, 10x10 canopies)
- b. Pick up trash and clear out bins
- c. Help as needed to move objects

8. Parking Attendant

- a. Provide parking information to guests at the main entrance gate
- b. Manage parking shuttles schedule
- c. Ensure the safety of passengers when they hop on and off the shuttles

Suggested Attire and Personal Belongings

- 1) Wear Comfortable Attire and shoes (we will provide a volunteer badge to all volunteers, and you are expected to wear it during your shift).
- 2) Please **DO NOT** bring personal items that you cannot carry throughout the park.
- 3) We will **NOT HAVE SECURE STORAGE** to lock up your belongings.
- 4) Please be mindful to stay hydrated as it will still be quite warm in mid-September. Water will be available at the two food booths and the Volunteer booth (a site map of the venue will be provided at a later date).

Note:

****For information about volunteer check-in on the day of and parking instructions, we will share with the team when it gets closer to the event date.****