

2025 Ann Arbor State Street District Art Fair

Wednesday July 16 - Barricade Volunteer Instructions

*This role is stationed at a **barricade entrance** (Green, Blue, or Yellow) to help check in **artists and vendors** during designated move-in time frames.*

Check-In

- Arrive **15 minutes before your shift** at the **Information Booth (Volunteer Headquarters)**, a 10' x 10' tent located at the Diag (North University & State)
- Ensure you are signed up for **emergency alerts**: Text A2ARTFAIR to 888777
- Pick up your **t-shirt, instructions, and supplies**

Barricade Locations

1. **Blue Entrance** - State & Washington at the intersection (by Lane Hall and Buffalo Wild Wings)
2. **Yellow Entrance** - One person at soft-closure at Thompson & Jefferson, one person at hard closure on Maynard north of Jefferson
3. **Green Entrance** - Thompson btwn Liberty & William (outside of the Maynard parking structure on Thompson)

Volunteer Shifts

9:30-3:30 PM on **Wed 7/16**

(Shifts are 4 hours each from 10 - 2 and 2 - 6)

Barricade Volunteer Responsibilities

- **Greet each arriving vehicle.**
 - Ask for the artist or vendor's name.
- **Locate their packet.**
 - Packets are sorted alphabetically by last name.
 - The packet will have their assigned arrival window listed. (10AM - 12PM or 1PM - 3PM). If they are arriving at the wrong time, we cannot give them access except for after 4 PM.
 - Hand them their packet and color-coded move-in pass that matches their entrance (Green, Blue, or Yellow).
- **Fill out the move-in pass using a Sharpie:**
 - Write their name
 - Write their cell phone number
 - Write their time of arrival (for example, 1:30 PM)
- **Give clear instructions:**
 - Tell them to place the pass in their vehicle dashboard and proceed carefully to their booth space.

Communication

- Each entrance will be assigned one radio to stay in contact with site staff.
- If traffic becomes congested, site staff will instruct you to pause vehicle entry. Follow their direction immediately.

All Barricade Locations:

- In an emergency, quickly move barricades to allow access for fire trucks, ambulances, or police
- Two volunteers are assigned per barricade
- If you need a restroom or short break, let your partner know—do not leave the post unattended
- Remain at your post until your replacement arrives
- Offer help if visitors look confused or need assistance. Represent the Art Fair.



Emergency Weather Plan

The fair stays open rain or shine—but during severe weather we take cover:

- Follow staff or radio instructions or emergency text instructions
- Help close tent sides to protect supplies
- Shelter in the tent, nearby businesses, or **Maynard or Liberty Square structures** until called back for duty



Tips for a Great Shift

- Wear your **volunteer t-shirt** each day
- Bring **sunscreen** and weather gear
- Have a **fully charged phone** for coordinator texts
- Refill water bottles at **Liberty & Maynard intersection**
- Avoid driving and parking costs—carpool or drop off near State St and Washington or William & Thompson.
- Porta-johns on **Maynard, restrooms at Michigan Theater**, "Throne" restroom at **Liberty Plaza**



Volunteer Coordinators

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