



VOLUNTEERS

Thank you for volunteering your time for the **5th Annual Riverside Tamale Festival ®**

EVENT DETAILS:

WHO: FREE Event Open to the Public

WHAT: The **5th Annual Riverside Tamale Festival ®** - Come out and experience a fun-filled day in a family-friendly atmosphere with live entertainment, over 30 food vendors, children's zone, and of course sample delicious tamales.

WHEN: **Saturday, April 22, 2017 - 10 a.m. to 7 p.m.**

WHERE: White Park, 3885 Market Street, Riverside CA 92501

Your Role:

As a volunteer, you are critical to assisting in helping to make this event a successful one. It is important for everyone to understand and handle their assigned tasks as efficiently and effectively as possible. Below is an outline of your expectations as a volunteer.

OVERALL RULES OF CONDUCT FOR VOLUNTEERS

- You are representing the festival, therefore, we expect each volunteer to perform his/her assignments in a professional manner.
- It is imperative for you to be punctual and ready for your duties. If you are unable to make it at your schedule time, please contact the event coordinator or your area lead at least 24 hours prior to your scheduled day so that we can get someone to cover your shift.
- Consumption of alcoholic beverages or illegal substances is **PROHIBITED** during your volunteer shift.



- Please limit use of cell phones and other such devices during your volunteer shift.
- Put on a friendly face 😊! We appreciate a positive and friendly attitude from all volunteers. If anyone has any problems during their volunteer

shift please report it to a staff person right away and we will deal with the situation accordingly.

VOLUNTEER INFO

- Volunteers will receive specific assignments the day of the event. Please be flexible to work wherever needed.
- The following shifts are available: **Set-up Morning Shift, 9:30-11:15 a.m. Afternoon Shift, 11:30 a.m.-1:15 p.m. | Mid-afternoon Shift, 1:30-3:15 p.m. 3:30-5:00 p.m, 5:00p.m. to 7 p.m., Tear-down Shift, 7p.m. to 9 p.m.**
- This is an outdoor venue so please dress accordingly and bring a light jacket if necessary. Jeans are ok, but appropriate attire is required.

PARKING

On street parking and parking garages surrounding White Park will be open for your use. Please allow time to walk to the Park as parking spaces may be hard to find.

NOTE: Wear comfortable shoes!

CHECK-IN

Volunteer check-in will be 9:30 a.m. at the venue (look for the volunteer check-in tent).

Lunch and water will be provided for all volunteers.

We are very grateful for you taking time to volunteer for this special event.



If you can't make it or should you have any questions, comments or concerns please email me at shernlily@gmail.com or info@rivtamalefest.com

Very truly,

Susanna Hernandez

5th Annual Riverside Tamale Festival ® Volunteer Agreement

Name _____

Address _____

City _____ State _____

Zip _____ Phone _____

- Shift(s) 9:30 - 11:30 a.m. 11:30 a.m. - 1:30 p.m.
- 1:30-3:30 p.m. 3:30 – 5:00 p.m.
- 5:00 – 7:00 p.m. 7:00 – 9:00 p.m.

I agree to fulfill my commitment as a volunteer for the **5th Annual Riverside Tamale Festival ®** and will be responsible for my assigned area(s). As a representative of the **5th Annual Riverside Tamale Festival ®**, I understand that I am expected to conduct myself in a professional manner.



I agree to comply with all rules and regulations for the **5th Annual Riverside Tamale Festival** ®. I also agree to indemnify and hold harmless Spanish Town Heritage Foundation and Riverside Tamale Festival Committee against any and all claims, actions and damages incurred by me during my participation as a volunteer for the **5th Annual Riverside Tamale Festival** ®.

Signed _____
Date _____

If Volunteer is under age 18

Name of Parent / Guardian _____
Date _____

Signature of Parent /
Guardian _____