

MNA Music & Arts Festival

Set Up Team

Responsibilities

- *Set up tents, tables and chairs at the Welcome, Silent Auction and Montford Community Center booths*
- *Move boxes and tubs to designated booths*
- *Set out trash and recycle cans with liners*
- *Set up chairs at both stages*
- *Put ice in coolers at each stage and at welcome booth*
- *Set up event signage/banners*
- *Secure gallon jugs to tent legs with rope*
- *Assist stage crew with set up (as needed)*
- *Help vendors find their booth space*
- *Monitor vendor traffic to be sure they are following unloading/set up rules*
- *Brief volunteer coordinator of any issues that have arisen and how you handled it*

Suggested Items to Bring

- *Work gloves*
- *Water Bottle*
- *Cell Phone*

Shifts

- *Meet at the barricade at Montford and Cullowhee by 7am. Set up will be complete by 10am.*

Reminders

- *You can pick up your volunteer packets beginning the Tuesday before the festival at the Montford Community Center, 34 Pearson Drive.*
- *Packets not picked up before the festival can be picked up at the Welcome booth during the festival.*
- *Be sure to wear your festival volunteer button. It helps to identify you as a volunteer.*
- *Return volunteer buttons to the welcome booth at the end of your shift. If you forget, they can be returned to the Montford Community Center after the festival. It's important we get the buttons back so we don't have to spend money on replacing the buttons each year.*