

MNA Music & Arts Festival Tear Down Team

Responsibilities

- *Check in at the Welcome booth at the corner of Montford and Cullowhee*
- *Break down tents, tables and chairs at the Welcome, Silent Auction and Montford Community Center booths*
- *Take all tables and booth boxes/tubs to the welcome booth area*
- *Take all chairs from the booths and stack at the Soco stage*
- *Take down chairs at both stages and stack next to stage off the street*
- *Dump ice from Soco stage cooler and return to the welcome booth*
- *Dump ice from welcome booth cooler*
- *Collect trash cans and recyclables and dump final trash in the dumpster; put empty bins at the welcome booth*
- *Load tables, boxes/tubs and trash cans in trucks and deliver to the Montford Community Center.*
- *Monitor vendor traffic to be sure they are following breakdown rules*
- *Do final walk around with volunteer coordinator to be sure everything is complete before leaving.*
- *Brief volunteer coordinator of any issues that arise and how you handled them*

Suggested Items to Bring

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

Shifts

- *Meet at the barricade at Montford and Cullowhee by 7pm.*

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.*