

## **Welcome to Volunteering for The Will McLean Festival**

**We are a not for profit organization and run on volunteers.**

**We appreciate you taking the time to volunteer and make the festival a success**

**General Instructions – The volunteer must be physically and mentally able to perform the duties as specified.**

**Each volunteer is requires to work 3 volunteer shifts for a free weekend pass.**

**Camping must be paid a normal festival pricing by the volunteer. (It is not free)**

Volunteers should not consume alcohol while on shift.

Each volunteer will receive an email in February with their volunteer shifts and duties. If you have changed your mind about volunteering please let us know. If you have a friend that would like to volunteer, send them this link.

Below are the areas for volunteering. These will be listed on the application form. You may say yes to more than one job. However you will only be scheduled for one shift a day. If the job you requested is full we will ask you to perform another task.

**Pre-Festival Promotion:** Distribute physical posters locally and digital posters on various Facebook groups or other social media avenues. The volunteers work with Will McLean Publicity Chair in media outreach. It will help to be local within 50 miles of Florida Sand Music Ranch to distribute posters and rack flyers. Digital of course may be anywhere.

**Set-Up Crew:** The setup will start **Thursday** morning. This is a physically demanding job to help with the setup of canopies, you the volunteer should be able to help assemble poles and covers for canopies, move chairs, lift boxes and assist with setup of the plywood dance floor. May assist in the installation of banners and signs. Please bring work gloves.

**Take Down Crew:** **SAME AS SETUP** Must be available Sunday afternoon. Take down canopies, fold chairs, take down banners, return items to on-site storage or staged for rental company pickup. Bring work gloves

Note: This requires lifting and bending.

**Gate Attendant:** Must be physically able to walk for 4 hours and be able to use a phone or tablets for sales to take credit card reading.. Works with gate manager who arranges shifts starting on Wednesday Assists with check-in of attendees, volunteers, performers, vendors & campers, collects camping and festival fees, issues wrist bands,

hands out programs etc. Shifts will start on Wednesday and end on Sunday. Shifts start at 8:30 and the gate booth closes at dark.

**Volunteer Breakfast:** Assist in food preparing, serving & clean-up. Breakfast is held for our volunteers on Friday morning only. Must be available **early Friday morning**

**Water & Back Stage Attendants:** Also known as the **Green Room** Place water coolers at each stage and ensure they have water throughout the festival. Set up coffee, snacks & water in the room behind the Magnolia Stage. Maintain cleanliness of this area. Shifts will be scheduled. Friday - Sunday

**Foundation Booth /Merchandise Booth:**

Set-up merchandise displays on Friday morning, assist with merchandise sales during Festival, repack and store remaining merchandise on Sunday afternoon. Sign up new foundation members during the festival and take membership renewals. Must be able to use a tablet or phone to take memberships and sales with a credit card. Instructions will be provided. Friday - Sunday

**Campsite Set-Up Assistant:** Assists in placing campers on appropriate campsites. Helps resolve site problems (electric, water etc.) by reporting issues to campground host. Monitors fullness of campground as folks fill in - stays in close contact with the gate as campground reaches full capacity. May be using a golf cart. Shifts will be Thursday – Saturday.

**General Grounds Assistant:** Monitors roads to ensure they stay clear for emergency or service vehicles. Monitors campsites for known violations (fire issues, encroachment issues etc.). Keeps an eye on large trash cans throughout the festival grounds. Making sure they are emptied as needed - not overflowing and have proper liners in them. Reports and issues to campground host. Shifts will be Thursday - Sunday

**Assemble MC books (Thursday)**

Helps assemble MC books (Thursday) and verifies that MC books with the most recent schedule are in place at each stage each day. Verifies that any schedule changes get **notated in the MC books and that the sound crew is made aware of schedule changes**. Works directly with the scheduler.

**Schedulers Assistant:**

Assists in finding alternate performers or MC's in the case of a cancellation or absent performer. Works directly with the festival scheduler, who maintains a list of potential alternates for performers & MC's with phone contact info. Friday – Sunday

**Kid's Area:** This area is located near the main stage at the playground. The volunteer will assist the coordinator with kid's crafts and games. Supplies and schedule are provided. Note this is not a "babysitting service" This area is different from the Young Musicians program. Shift – Saturday only

**Youth Program At the Festival:** Assists the youth director with coordination of young performer activities during the festival. This generally involves meet & greet activities, workshops, performances, open mics etc. Friday - Sunday

**Concessions:** The Will McLean Festival will be selling ice, soda, beer and specialty canned alcoholic drinks. Volunteers must be over the age of 18. Volunteers are not allowed to consume alcohol while on duty. The booth will be located in at the café near main stage. Friday - Sunday

**Photography & Video:** Work with Foundation Publicity Chairperson to document different aspects of each year's festival. May involve roaming or assignment to activities or specific stage & workshop areas. Must provide own equipment. Should be available to edit work after the festival. Friday - Sunday

We also may need people with special skills.

Media outreach, electricians, plumbers, sign painters, graphics, crowd control, parking, sales, organizing, social media advertising, smiling or whatever special skill you may have. Thanks

[Click here to fill out the application form](#)

We will get back to you!

Questions [volunteer@willmclean.com](mailto:volunteer@willmclean.com)