



2009 Lotus Volunteer Training

Agenda:

- Welcome and Overview of the Lotus Volunteer Program
- Lotus Festival History and Preview
- Essential Volunteer Information
- Job-specific Breakout Sessions

Reminders:

1. Wear your T-shirt and your Lotus volunteer pin (pick up at check-in) for your volunteer shift.
2. Arrive at Volunteer Headquarters (VHQ) 15 minutes before the start of your shift. Give yourself plenty of time to park (beware of parking in private lots), check in, and go to your site.
Location of VHQ: Firebay of the John Waldron Arts Center (north-west corner of 4th and Walnut Streets). Enter thru the double doors on 4th St.; the Firebay is past the elevator on the left. (NOTE: Set-up volunteers on Thursday and Friday will check in on 6th St between College and Walnut.)
3. Please note there is no place to store personal belongings during your shift.
4. If you work an evening shift, you cannot attend the Festival at any point during the night you are volunteering.
5. If an emergency arises and you can't fulfill your volunteer commitment, please call the Lotus Volunteer Hotline, 337-0417, as soon as possible. Cancellations can cause major disruptions to the successful workings of the Festival, so please plan ahead and do your best to complete your assignment.
6. On the night that you are attending the Festival, pick up your wristband at Volunteer Headquarters.

❖ General Check-in procedures the night you're volunteering at the Festival:

Check in at VHQ 15 minutes before the start of your shift. Once you are checked in, report to your location and your House Manager or Supervisor. They will be wearing a nametag and carrying a clipboard. Be sure to check out with your House Manager or Supervisor at the end of your shift.

❖ Check-in procedures the night you're attending the Festival:

Go to VHQ to pick up your volunteer wristband. This will allow you admission to all venues for the entire night. (NOTE: If you are under 21, you will not be allowed admission to the Bluebird.)

My Volunteer Position: _____

Location: _____

Volunteer Shift Day and Time*: _____

(* check in 15 min. before this time)