

2021 Volunteer Check-In, Hospitality & Mascot Responsibility Outline LagoonFest

Saturday, Nov. 6, 2021: 7:30 AM – 1:30 PM

GENERAL VOLUNTEER INFORMATION FOR ANY/ALL OF THE VOLUNTEER STATIONS:

While performing the duties as stated at your volunteer location:

- Volunteer is frequently required to sit, speak, listen, use hands, handle, or operate devices or tools and reach with hands and arms.
- Volunteer may be required to walk and stand for a few hours at a time.
- Volunteer works outside in various climates and environments. Be dressed for the weather and be prepared if it changes!
- Works closely with others.
- Be mindful of temperatures and drink/eat as needed – stay hydrated! Bring water, snacks, cooler as Needed
- If you need a break, please call your coordinator to replace you at your station until you return.
- Volunteer should provide cell # to coordinator and have coordinators cell #.

*** In case of a Life Threatening Emergency: Please call 911**

*** For general FIRST AID, please direct to one of our North or South INFORMATION BOOTHS OR VOLUNTEER**

*** CHECK-IN @Meyer Amphitheater Stage where a FIRST AID KIT is available.**

***First Aid Kit will have limited items.**

**** IF YOU SEE SOMETHING SAY SOMETHING:** report any emergencies or suspicious activity to nearest West Palm Beach Police Officer immediately.

Volunteer Coordinator Duties:

Coordinates the volunteers and activities at the Meyer Amphitheater STAGE location. Activities include:

-Volunteer Coordinators must have each volunteer sign up online and have cell phone and email for effective communication.

- Check-in ALL LagoonFest Volunteers
- Distribute T-shirts
- Hospitality (water, snacks, lunch)
- Assist with Mascot activities including mascot parades.

Hospitality Area: Staging area for water, food, bathroom breaks for volunteers, staff and mascots only. Re-direct public to the event.

MASCOTS and Mascot Volunteer Duties:

- Report to Volunteer Check in at Meyer Amphitheatre.
- You will then go to the backstage dressing area to put costumes on. (You can also use this area to take breaks and rehydrate.)
- Mascot Coordinator will arrange and manage the “MASCOT PARADE” Set up time schedule.
- Handlers to assist in dressing Mascot, escorting/guiding mascot through the LagoonFest Event Site.
- Handlers and Mascots - Be mindful of the temperature and take as many breaks as needed. Stay hydrated. ENGAGE Event Goers!**