



## Need-To-Know for Volunteers:

Please make a note of your assigned area and shift:

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Area	Day	Time
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- Report ½ hour before your scheduled shift.
- Parking is available at Long Lines and Tyson Event Center. Please use those lots and walk over or use the shuttle system.
- Volunteer Check-In booth is directly inside the Pierce Street side entrance
- Go-To-People: blue polo shirts (Art Center staff and ArtSplash Steering Committee)
- Find help in the Volunteer Check-In tent or at Visitor Services inside the Art Center.

### Weather conditions:

The festival is rain or shine. However, in the cases of extreme weather conditions, emergency shelter can be found in the Art Center stairwells and the Gilchrist Learning Center studios.

### Injuries:

**First Aid:** SCFR and SCPD are located at the intersection of 3<sup>rd</sup> and Pierce Street.

**First aid kits:** 3 First Aid kits are placed around the grounds for minor injuries. These first aid kits will be located at: Volunteer Check-In, Children's Activity Tickets and Main Stage.

**Non life-threatening injuries:** contact your chairman the coordinator or coordinator assistant. The injured person can decide if they want to call for an ambulance, or need to be escorted to the first aid station. The chairman who initially reported the injury needs to fill out an incident report.

**Life-threatening injuries:** Call 911! Then contact the coordinator.

### Lost Children or Parents

In the event of a lost child, please notify a chairperson immediately.

**If we have the child, but not the parent:** Erin Webber-Dreeszen or Summer will meet you immediately and efforts will be made to identify the child's name, parents name and other important information. At their discretion, the child will be taken to Volunteer Check-In.

**If we have the parent, but not the child:** Erin Webber-Dreeszen or Summer and Carolyn will radio the entrances and parking lots with description of the child. The entrance gates will be instructed to close immediately. No one will be allowed in or out until the child is found. They will also coordinate with Police and Fire on site to locate the lost child. Announcements will be made from the Main Stage and Children's Stage as needed and determined by staff.

### Areas to find staff or committee members:

Artist Committee Tent	Main Stage	Volunteer Check-In	Inside the Art Center
Food Area	Hospitality	Gilchrist Learning Center	

***Have fun!!!***