

Admission Sales (Gate 1)

Payment: \$750.00

Staffing: 8 volunteers on all shifts

Wristbands: None

Time Commitments

Days: Saturday and Sunday

Hours: **Saturday** **8:00 a.m. – 6:00 p.m.**
 Sunday **9:00 a.m. – 4:00 p.m.**

Location(s): Gate 1 – Corner of Bricker Street & Gustavus Street

Description of Contract:

- Ensure the front gates are staffed by 8 volunteers at all times
- Arrange pick up of float from on-site treasury both mornings
- Receive admissions and provide weekend wristbands
- Have money drops organized neatly and ready when runner arrives – the money runner will have their name tag signed by the Event Coordinator
- If a volunteer needs to take a break, a suitable replacement must be found before leaving their post
- Keep area clear of litter, free of debris and safety hazards
- Greet all Pumpkinfest visitors in a friendly manner
- Pass out Pumpkinfest Official Guides

Admission Sales – Gate 2

Payment: \$750.00

Staffing: 8 volunteers on all shifts

Wristbands: None

Time Commitments

Days: Saturday and Sunday

Hours: **Saturday** **8:00 a.m. – 6:00 p.m.**
 Sunday **9:00 a.m. – 4:00 p.m.**

Location(s): Intersection of Mill Street and Bricker Street

Description of Contract:

- Ensure the back shuttle bus gates are staffed by 6 volunteers at all times
- Arrange pick up of float from on-site treasury both mornings
- Receive admissions and provide weekend wristbands
- Have money drops organized neatly and ready when runner arrives – money runners will have back of name tag signed by the Event Coordinator
- If a volunteer needs to take a break, a suitable replacement must be found before leaving their post
- Keep area clear of litter, free of debris and safety hazards
- Greet all Pumpkinfest visitors in a friendly manner
- Pass out Pumpkinfest Official Guides

Souvenir /Gate Admission Sales (Gate 3)

Payment: \$750.00

Staffing: 8 volunteers on all shifts

Wristbands: None

Time Commitments

Days: Saturday and Sunday

Hours: **Saturday** **8:00 a.m. – 6:00 p.m.**
 Sunday **9:00 a.m. – 4:00 p.m.**

Location(s): Gate 3 – Green Street & Bricker Street

Description of Contract:

- Greet all Pumpkinfest visitors in a friendly manner
- Sell souvenirs
- Provide information to general public inquiries
- Price lists and inventories will be supplied by Pumpkinfest staff
- Ensure the front gates are staffed by 6 volunteers at all times
- Arrange pick up of float from on-site treasury both mornings
- Receive admissions and provide weekend wristbands
- Have money drops organized neatly and ready when runner arrives – the money runner will have their name tag signed by the Event Coordinator
- If a volunteer needs to take a break, a suitable replacement must be found before leaving their post
- Keep area clear of litter, free of debris and safety hazards
- Pass out Pumpkinfest Official Guides

Garbage Clean Up 1 (Site):

Payment: \$750.00

Staffing: 5 volunteers on all shifts

Wristbands: 20

Time Commitment:

Days: Saturday and Sunday

Hours: Saturday 9:00 a.m. – 6:30 p.m.
Sunday 9:00 a.m. – 4:30 p.m.

Location(s): Pumpkinfest Village

Description of Contract:

- Ensure that Pumpkinfest Village is staffed by 5 volunteers at all times
- If a volunteer needs to take a break, a suitable replacement must be found before leaving their post
- Maintain cleanliness at event, including inside all buildings and tents, by changing or dumping garbage bags at regular intervals as well as picking up any trash that may have overflowed from containers
- Pick up all litter or debris from grounds
- Greet all Pumpkinfest visitors in a friendly manner
- On Saturday evening, volunteers cannot leave until all garbage containers are emptied and ready for the event's opening on Sunday morning

Kiddie Karnival:

Payment: 70% of all net profits realized

Staffing: 2 adults at all times plus at least 10 others (ideally babysitting age and up)

Wristbands: to be determined prior to event – cost of wristbands will be deducted from gross earnings before arriving at net earnings

Time Commitment:

Days: Friday through Sunday

Hours: Saturday 8:30 a.m. – until finished
Sunday 9:30 a.m. – until finished

Location(s): Pumpkinfest Village

Description of Contract:

- Ensure that Kiddie Karnival is properly staffed by volunteers at all times it is in operation
- Volunteers are responsible for, but not limited to: selling tokens for games, operating games, awarding prizes and ensuring stock levels are maintained, supervision of younger volunteers
- Arrange for pick up of float from treasury both mornings & Drop off at treasury at end of both days
- If a volunteer needs to take a break, a suitable replacement must be found before leaving their post
- Greet all Pumpkinfest visitors in a friendly manner
- Keep area clear of litter, free of debris and safety hazards
- Maintain cleanliness of attraction by changing or dumping garbage bags at regular intervals as well as picking up any trash that may have overflowed from containers, if the garbage contract group has fallen behind in their duties
- Ensure all games are in working order and arrange repairs if necessary
- Ensure all volunteers know how their assigned station operates
- Ensure attraction is cleaned after Saturday so it is ready to run again, first thing Sunday morning
- Stay behind after closing Sunday to ensure all games are put away and ready to be stored
- Be aware of St. John's Ambulance site location for preparedness of emergencies
- Have money drops organized neatly and ready when runner arrives. Money runners will have a name tag signed by the Event Coordinator for identification purposes.

Signage Posting:

Payment: \$500.00

Staffing: 12 volunteers

Wristbands: None

Time Commitment:

Days: Friday through Sunday

Hours: Friday - 6:00 p.m. until finished
Saturday – 8:30 a.m. and throughout day
Sunday - 8:30 a.m. and 4:00 p.m. until finished

Location(s): Throughout town
No Parking Signs
Car Show Signs
Detour Signs
Shuttle Bus Route Signs
Shuttle Bus Parking Signs

Description of Contract:

- Meet with Pumpkinfest staff and by-law officer prior to event to determine exact signage requirements
- Install signage Friday evening throughout town directing Pumpkinfest visitors of no parking, car show registration, through traffic detours, shuttle bus routes and shuttle bus parking
- Check signage first thing Saturday and Sunday morning (8:30 a.m.) for any signs that may have been knocked over or removed throughout the evening
- Pick up all litter or debris from grounds around signs
- Greet all Pumpkinfest visitors in a friendly manner
- After 4:00 p.m. Sunday remove signs and return to Pumpkinfest

Site Tear-Down:

Payment: \$1,000.00

Staffing: 18 + volunteers

Wristbands: None

Time Commitment:

Days: Sunday

Hours: 4:00 p.m. until finished

Location(s): Pumpkinfest Village

Description of Contract:

- Arrive at Pumpkinfest Village at 4:00 p.m. Sunday to begin site teardown
- Volunteers will be instructed by Pumpkinfest staff as to what duties will be expected of them
- They will include but not be limited to: removal of snow fencing-rolling pieces neatly and returning to Pumpkinfest building on Arlington Street (also remove sponsor banners of off snow fencing pieces), removal of snow fencing t-bars and returning to Cameron Park building, removal of lumber used for forklift track in weigh-off tent; removal of barricades in high school parking lot and stacking neatly in a central location assisting with loading hay on truck from hay bale maze and cleaning up area, picking up litter, cleaning up compostables in pumpkin carving area, moving of picnic tables, returning Kiddie Karnival games and stacking tables neatly and returning to building on the corner of River and Arlington Street. Anything that's needs to be moved around weigh-off tent area.

Site Set Up:

Payment: \$750.00

Staffing: 18+ volunteers

Wristbands: None

Time Commitment:

Days: Friday

Hours: 9:00 a.m. until finished

Location(s): Pumpkinfest Village

Description of Contract:

- Arrive at Pumpkinfest Village at 9:00 a.m. Friday to begin site and weigh-off tent set-up
- Volunteers will be instructed by Pumpkinfest staff as to what duties will be expected of them
They will include but not be limited to: installing fencing, installation of weigh-off tent; assisting with bleacher installation, assisting with stage and weigh-scale installation, admission hut installation, setting up of barricades around event grounds, unloading large pumpkins and site decorations, unloading and moving tables, bins etc. to various locations.

Car Show

Payment: \$500.00

Staff: 10+

Wrist Bands: 0

Time Commitment:

Days: Saturday, October 1st, 2016 - **7:30AM – 1PM**
Sunday, October 2nd, 2016 - **7:30AM – 1PM**

Hours: **7:30AM – 1PM both Saturday & Sunday**

Location(s): Louis Street, East Side

Description of Contract:

- Parking Car Show Registrants
- Registering Car Show Participants
- Handing out Gift Bags, Entry Cards, etc.

Economic Impact Intercept Survey

Payment: \$300.00

Staff: Large Group (10+ people)

Wrist Bands: 10

Time Commitment:

Days: Saturday and Sunday

Hours: Saturday 9:00 a.m. – 6:00 p.m.
Sunday 10:00 a.m. – 4:00 p.m.
(or until 500 surveys have been completed)

Location(s): Throughout event grounds and downtown at car show

Description of Contract:

- Interviewing festival attendees to determine economic impact on community and region
- 500 surveys must be completed
- It is imperative that all demographics are interviewed and they come from a wide range of attractions at the festival

Site Parking and Traffic Control

Payment: \$750.00

Staffing: 8 volunteers on all shifts

Wristbands: None

Time Commitments

Days: Saturday and Sunday

Hours: Saturday 8:00 a.m. – 6:00 p.m.
Sunday 9:00 a.m. – 4:00 p.m.

Location(s): Rear of Missionary Church / Grower's Entrance

Description of Contract:

- Ensure that parking lot is staffed by at least 8 volunteers at all times to assist Pumpkinfest visitors which have been granted access to this lot (Grower's, some VIPs), to park their vehicles in an orderly fashion, ensuring all space is utilized to its best ability
- All volunteers will wear safety vests for easy identification by visitors (8 vests supplied by Pumpkinfest)
- If a volunteer needs to take a break, a suitable replacement must be found before leaving their post
- Keep area clear of litter, free of debris and safety hazards
- Greet all Pumpkinfest visitors in a friendly manner