



Join the Fun at the 2010 Ford Arts, Beats & Eats Presented by Citizens Bank

Dear Prospective 2010 Ford Arts, Beats & Eats Volunteers,

As most of you know we are moving Arts, Beats & Eats to Royal Oak, Michigan, and we need **your** help to produce another spectacular event! Now called, Ford Arts, Beats & Eats, presented by Citizens Bank, we will again present a spectacular festival with something for everyone and numerous community benefits. Thank you for sharing your valuable time, energy, and enthusiasm by spending part of your Labor Day Weekend with us. It is the passion and dedication of volunteers like you that make this event a success year after year!

Please review the volunteer positions available and then check off the position, dates and times that you can volunteer. Please fill out the Registration and Release Forms and follow the instructions. We would be grateful if you were able to do at least 2 shifts, but are thankful for what you can give.
See you soon!

Jon Witz
Event Producer

Mary Flynn
Volunteer Coordinator

2010 Festival Dates and Hours of Operation

Friday, September 3rd	11 a.m. – 11 p.m.
Saturday, September 4th	11 a.m. – 11 p.m.
Sunday, September 5th	11 a.m. – 11 p.m.
Monday, September 6th	11 a.m. – 9 p.m.

Volunteer Positions

Festival Greeter / Front Gate Support Team

Looking for positive, enthusiastic, smiling faces to welcome our guests, hand out festival information, and direct guests to various points within the festival. This position requires standing for most of the shift and some gate locations may be sunny. There will be a chair or place to take a break when you need one!

Volunteer Command Center

You will be interfacing with all of the festival volunteers as well as all of the Artists. You will help set up the bagels and help stock the waters. You will also be assisting in getting volunteers their T-Shirt, name tags, brewing lots of coffee, keeping water iced, helping with and pitching in where needed.

VIP

You will be assisting in welcoming all of our VIP and Sponsors. Additionally, you will be helping keep the VIP Area clean and well stocked throughout the festival.

Information Booth/ Guest Relations

In this position you will be the all around "Goodwill Ambassador" for the festival, answering inquiries, providing festival information, handing out festival guides, and directing guests at one of the Information Booths. You may also be asked to help stock materials for distribution within the booths. We ask that you remain standing for most of your shift, proactively helping our guests, but there will be chairs to take a break when needed.

Booth Sitters/ Artist/ Vendor Relations

Volunteers will walk through the Artist/ Vendor areas and will watch over art/ vendor exhibits when exhibitors take a break. This position is quite mobile and you will be on your feet and out in the sun most of the time – if you enjoy interacting, then you will love doing this!

Children's Area

You'll be helping the children with lots of "hands on" activities! We will have a vast assortment of arts and crafts.

Key Information

Training

There will be 2 training sessions and you will need to attend one of them in order to volunteer. We ask that if you have any prior commitments, that you make every effort to be at one of these training meetings. This is the first year in our new location, and there will be a walk through of the event area as part of the training. In addition, you will receive your FREE parking pass. Both trainings will take place on Saturday, August 28th; one session will be from 10am -12noon and the other from 1pm -3pm. You will receive an email regarding the exact location of the training meetings a few weeks in advance.

Volunteer Command Center

The exact location and directions will be included in your training package and discussed at the training meetings.

Attendance

We count on your presence and prompt arrival on your scheduled shifts. We ask that you plan to arrive at Volunteer Command Center (to be included in your training package information) **30 minutes before your shift is to begin**. If your schedule must change and you cannot make your shift, we ask that you **please contact us immediately**.

Arrival and Breaks

Please check in each day you work at the Volunteer Command Center **30 minutes before your shift is to begin**. You will need this time to sign in, get your food/beverage tickets, to change into your T-Shirt,

and to get your volunteer assignment. Each volunteer will receive a **20-minute break for each four-hour shift worked.**

Departing

We also count on your checking “out” at Volunteer Command Center so that we know you have completed your shift and are ready to head out. Even if you are doing a back-to-back shift, please go to the Volunteer Command Center to let the staff know that you are checking out of one position and into another. If you are feeling really ambitious and want to stay on, please check to see if your help is needed on the next shift.

Festival Etiquette

You will receive a 2010 Ford Arts, Beats & Eats Festival T-Shirt when you arrive at the Volunteer Command Center. You must wear this at all times when you are acting as a volunteer. You will receive a Name Tag to wear as well. While in uniform and volunteering, drinking alcohol and smoking cigarettes are absolutely not permitted.

Volunteer Benefits

T-Shirt

Your Volunteer T-Shirt is your uniform. You must wear it whenever you are working at the festival as a Ford Arts Beats & Eats Volunteer. T-Shirts will be distributed when you check in at the Volunteer Command Center at the beginning of the day of work. An additional t-shirt will be given to those volunteers doing more than 2 four-hour shifts.

Food & Beverages

During the festival, each volunteer will be treated to water at our Volunteer Command Center. Each morning at check-in, we will have coffee and bagels. You will receive one strip of food and beverage tickets valued at \$5 for each four hour shift you volunteer and no restaurant will be offering any items that are over \$5 or eight tickets.

Parking Passes

You will receive a parking pass to a designated parking area located at either Shrine High School on Woodward near 13 Mile, or at Beaumont Hospital in a similar location, where you will get a FREE shuttle to and from the event. If you are working a ***pre-festival or post-festival position***, you will be able to park in a designated parking area close to the festival and be shuttled to the event FREE of charge.

Volunteer Thank You Party

Please plan to join us at a special Volunteer Thank You Party to be held on a weekday evening in late September/ early October. The party will feature complimentary food, drinks, and live music entertainment. Special volunteer announcements and awards will also be presented at that time.

***Please visit our website anytime for updates on the event!
It will help you be better prepared as a volunteer!***

www.artsbeatseats.com

**Ford Arts Beats and Eats
17 Water St.
Pontiac, MI. 48342
Telephone: 248-334-4600**

Please place concise check marks next to the days/evenings, times, and positions that you will commit to volunteer at the festival.

FRIDAY, SEPTEMBER 3rd

Note: Booth Sitter/Artist – Vendor Relations
Position does NOT start until 2:30 p.m.

- 7am–11am PreFestival Artist/Vendor Set Up**
- 11am–3pm PreFestival Artist/Vendor Set Up**
- 10:30am–3pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Children's Area
- 2:30pm-7pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area
- 6:30pm-11pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area

SATURDAY, SEPTEMBER 4th

- 10:30am–3pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Children's Area
- 2:30pm-7pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area
- 6:30pm-11pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area

SUNDAY, SEPTEMBER 5th

- 10:30am–3pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area
- 2:30pm-7pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area
- 6:30pm-11pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area

MONDAY, SEPTEMBER 6th

- 10:30am–3pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area
- 2:30pm-7pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Booth Sitter/Artist- Vendor Relations
- Children's Area
- 6:30pm-9pm**
- Festival Greeter/ Front Gate Support Team
- Volunteer Command Center
- VIP
- Information Booth/ Guest Relations
- Children's Area
- 6:30pm--9pm Post-festival Breakdown/ Load Out/Booth Sitters/Artist/Vendor Relations**

In addition to choosing your Dates/Positions and Shifts, please fill in the following Registration & Release Form and send everything to us by one of the following means.

Mail to:

**Attention: Mary Flynn
Ford Arts Beats and Eats
17 Water St.
Pontiac, MI 48342**

Or Email to: mary@artsbeatseats.com

Or FAX to:

**Fax: 248-334-2474
Attention: Mary Flynn**

Registration Form
PLEASE PRINT CLEARLY

Name: _____

Address: _____

City/State/Zip Code: _____

E-mail (PRINT): _____

Day Phone: _____

Evening Phone: _____

Date of Birth (MM/YYYY): _____ / _____

Male Female (Please Circle)

PLEASE NOTE THAT VOLUNTEERS MUST BE AT LEAST 18 YEARS OF AGE TO VOLUNTEER ON YOUR OWN. 16 & 17 YR. OLDS CAN VOLUNTEER BUT MUST BE WITH AN ADULT OVER AGE 21 DURING THEIR VOLUNTEER SHIFT (S)

Physical Considerations: _____

Please circle your T-Shirt Size:

S M L XL XXL XXXL

**Volunteer Training Meeting
(please make ONE selection)**

- Saturday, August 28th 10am-12noon**
- Saturday, August 28th 1pm – 3pm**

2010 FORD ARTS BEATS & EATS
RELEASE FORM

INSTRUCTIONS FOR RELEASE FORM

Please read the Release Form below and Print and Sign your name and Date on the lines provided.

The undersigned, by agreeing to be a volunteer in the 2010 Ford Arts, Beats & Eats Festival on Sept. 3rd, 4th, 5th, & 6th does hereby and forever release and discharge Ford Arts, Beats & Eats and all Festival Artists, Vendors, and Sponsors from any and all claims, actions, expenses, liabilities, or damages of any nature whatsoever, including costs and attorneys fees, arising out of any personal injury, or any loss or damage to property, in any way resulting from or otherwise relating to the undersigned's participation in 2010 Ford Arts Beats & Eats Festival

The undersigned further agrees that 2010 Ford Arts, Beats & Eats may photograph, televise, and videotape the undersigned in conjunction with the 2010 Ford Arts, Beats & Eats for corporate image advertising in a non-commercial use, including but not limited to promotion and/or news coverage of the 2010 Ford Arts, Beats, & Eats. By signing this form, the undersigned acknowledges having read the General Release and agrees to abide by all policies, rules, and guidelines set forth by the 2010 Ford Arts, Beats & Eats Festival.

Print Name: _____

Sign Name: _____

Date: _____

Please visit our website anytime for updates on the event! It will help you be better prepared as a volunteer!

www.artsbeatseats.com

Please email any questions or concerns to:

mary@artsbeatseats.com

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Pontiac, MI. 48342
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Mission Statement

Ford Arts, Beats & Eats was founded in 1998 to celebrate and share Oakland County's quality of life and wealth of music, dining and culture, and to introduce Metro Detroit residents to some of the most talented art exhibitors and musicians in the Country. The four day Festival offers a diverse presentation of national and local music and fine art attractions. It also highlights many of Oakland County's premier restaurants and their cuisine at a very reasonable cost. Additionally, Ford Arts, Beats & Eats offers activities and entertainment for families in a very child-friendly, safe and secure environment. Proceeds from Arts, Beats & Eats will be distributed to many Metro Detroit Charities.