



Cashmere Chamber of Commerce

## Founders' Days Volunteer Application

Friday, June 25 - Saturday • June 26, 2010 • Downtown Cashmere

Please choose several jobs in case your first choice is already filled. Number your job preferences in the first column, and then circle **and number** in order of preference the shifts you want.

Name: \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ e-mail \_\_\_\_\_

A Pre-Festival Jobs		Please Indicate Days Available					
	<b>Poster Distribution</b> Three Weeks before Festival						
	<b>Clerical Work</b> 2 hours per week for 8 weeks (or equivalent)						
	<b>Dignitary Vehicle Coordinator</b>						
B	<b>Festival Set-Up AND Tear-Down</b>	Friday		Saturday		Sunday	
		AM	PM	AM	PM	AM	PM
	<b>Load In/Load Out Crew</b>	10	12			8	12
	<b>Site Decoration &amp; Signage</b> Setup AND Tear-down (DOUBLE SHIFT)						
	<b>Street Signs</b> Setup AND Tear-down						
	<b>Sidewalk Sale</b> Setup AND Tear-down						
C	<b>Festival Operations</b>	Friday		Saturday			
		AM	PM	AM	PM	AM	PM
	<b>Ping Pong Ball Drop</b> Crowd control "Kid wranglers" Prize Distribution						5-6
	<b>Photographer</b>			4-8			4-8
	<b>Grand Parade</b> Entry Check-In Dignitary Liaison Judges & Judging Host Runners Banner Carriers Security & Inspection/Safety Crew Parade Announcer Parade marshals Clean-up Crew						3-8

### Volunteer Job Descriptions

Job Title	Description
<b>A. Pre-Festival Jobs</b>	
<b>Poster Distribution</b> Three Weeks before Festival	Distribute Festival Posters to businesses in the Cashmere Hills area. Transportation helpful
<b>Festival Clerical Work</b> 2 hours per week for 8 weeks (or equivalent)	Help with general clerical work at the Chamber Office Tuesdays through Thursdays between 9 am and 3 pm. Computer skills

Return completed form to: Cashmere Chamber of Commerce • PO Box 834 • Cashmere WA 98815



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<b>Job Title</b>	<b>Description</b>
	(Microsoft Office and Windows) are helpful. Also filing, stuffing envelopes, or similar work.
<b>Dignitary Vehicle Coordinator</b>	Assist staff in recruiting a sufficient number of antique and classic vehicles to carry Founding Family and other dignitaries. Works closely with the festival staff, Cashmere Museum and Grand Parade chair.

**B. Festival Setup And Teardown**

Load-in/Load Out Crew	You will help move Festival Supplies and Equipment from and to the Chamber Office and the Chelan County Expo Center. Some heavy lifting required.
Site Decoration & Signs Setup AND Tear-down	You will be setting up the Festival workshop areas. It's an active physical job. You MUST work both the Friday setup shift AND the Sunday Teardown.
Street Signs Setup AND Tear-down	Teams of two will follow maps and either walk or drive down Cottage Avenue, Division Street and School Street, putting up street closure signs. On Sunday, you will take down the same signs you put up. You MUST work both the Friday setup shift AND the Sunday Teardown.
Sidewalk Sale Setup AND Tear-down	You will help vendors carry their merchandise from their businesses or cars to their tables. This is an active job that requires lifting and carrying.

**C. Festival Operations**

Ping Pong Drop Crowd Control	Help parents ensure that children are safe and that there is a minimum of pushing and shoving during the drop
"Kid Wranglers"	Assist smaller children obtain prize balls. We want to ensure that all children get at least one ball
Prize Distribution	Staff the Lion's Club Fireworks Booth: pass out prizes. Use good judgment to ensure that every child gets a prize
Photographer	Festival photographers will be expected to photograph targets identified by the Founders' Days Chair and staff. Targets include groups on stage, Youth Day participants, festival performers, individuals at the sidewalk sale and Grand Parade participants and floats. Must use DIGITAL CAMERA with high resolution setting and turn over CD with high resolution files.
Grand Parade Entry Check-In (need 4)	Greet participants and volunteers at Parade check-in (behind St. Francis Catholic Church) and direct them to the proper location for parade lineup, or distribute important information. Instruct Royalty on location of changing rooms and float drivers on trailer dropoff locations.
Dignitary Liaison	Check in dignitaries and coordinate and decorate dignitary vehicles with appropriate signage. Ensure safe and orderly maneuvering among vehicles and assist in directing parade entries from staging area to help maintain line-up order.
Runners (2-3)	Transport royalty/float crew from trailer dropoff location to parade staging area. Must have vehicle and drivers' license
Security & Inspections	Work closely with float personnel to ensure that floats meet all safety criteria. Must be a member of the Cashmere Fire Department. Prior experience helpful.
Judges (minimum 3)	Grand Parade judges evaluate entries carefully, using selected criteria, to select winners in several categories. Prior experience



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	helpful.
Safety Crew (minimum 10)	Work with police and other volunteers to block off roads, control traffic and crowd control. Although this job might sound intimidating, you will simply set yourself up to watch the parade at your designated corner. In the off chance that someone does try to get through you direct them safely to an alternate route.
Judging Host	Greet judges and Parade Announcer. Set-up judging area and distribute their packets. Remain on-hand to provide the judges and parade announcer whatever they need. Communicate with runners and organize banner carriers
Banner Carriers (26)	Work closely with parade judges at staging area. Walk before award winners carrying appropriate banners.
Parade Announcer	The Parade Announcer adds to the enjoyment by commentary on the parade as it passes through downtown. The Parade Announcer should familiarize him/herself with the Parade Lineup, and script, keeping in mind that last-minute changes are often made during check-in. Consulting the posted parade numbers, the Parade Announcer will comment on each entry as it passes by, making special note of Founders' Days sponsors. Other duties include: Sound System Setup & tear down
Parade marshals (minimum 10)	Parade Marshals are responsible for keeping the groups, floats, and individuals in their section (usually 4-7 parade entrants) in order and moving together. Before the parade begins you will "clear" you section, ensuring that they are ready to enter the parade safely and in a timely manner. Provide parade instructions, inspect float sign and provide gap instructions
Clean-up (Need 10+)	Clean up everything that was set-up! Drive the route upon completion and gather trash (if any) and lay barricades down for city to pick up. Great opportunity for groups such as scout troops, families, etc. Active Post-parade