

Hamilton Waterfront *Wingfest* Fun for the whole family!
June 11-13, 2010



Hamilton Waterfront Wingfest
Volunteer Package

We would like to take this opportunity to thank you for joining our team of volunteers. Together, we can truly make a difference in our community. This package will provide you with information you need to know regarding the Hamilton Waterfront Wingfest festival. It also provides you with a brief outline of your duties. Please do not hesitate to forward any additional questions to our event co-ordinator, Julia Veenstra by phone (905) 523-4498 ext. 23, by fax (905) 540-4498 or by email at specialevents@hamiltonwaterfront.com

Hamilton Waterfront Wingfest

Scheduled hours of operation:

Date	Time
Friday, June 11	12:00 pm – 12:00 midnight
Saturday, June 12	12:00 pm – 12:00 midnight
Sunday, June 13	12:00 pm – 6:00 pm

Shifts will vary and volunteers will be notified of shift times.

Volunteer benefits

- All volunteers will receive an event t-shirt
- Volunteers that work 8 hours will be provided with lunch
- Volunteers can request a letter of reference stating the amount of hours they have completed
- Community events look great on a resume, opportunity to use the event co-ordinator as a reference for future employment
- Volunteers are granted the opportunity to participate in Hamilton's second Waterfront Wingfest!

All volunteers are required to participate for a minimum of four hours. Volunteers that participate for eight hours will receive a lunch and will have the opportunity to become a Team Leader.

As mentioned, all volunteers will be provided with an event t-shirt. This along with a name tag must be worn while participating at the event.

Volunteers will be needed for a variety of jobs depending on interest. They are as follows;

Team Leader

- Required for each sub-group
- Responsible for delegating tasks when Chris or Julia are not available
- Oversee that each person on team is completing their individual task(s)
- Required to commit to weekend and work eight hour shifts

Sunrise Set Up

- Chair set up
- Art show set up
- Walk through the site and clean up
- Familiarize yourself with the site
- Ask any unanswered questions

Information Booth

- All of our promotional material in stock (HHQ, Trolley, business cards etc.)
- Knowledge about site, pricing re: wings, participating sponsors, bands and schedules, participating restaurants
- A large mounted site map as a diagram
- Clean up area and put away promotional material

Grounds Maintenance

- Pick up garbage throughout the day
 - Keep site safe and clean
 - Constant patrol
- Available to answer questions – carry site maps and event programs

Discovery Drive Patrol

- Let people in that have access to the site ie. Musicians, Williams Coffee Pub employees, patrons with disabilities for drop off, Hamilton Waterfront Trust staff, carnival employees, food vendor staff
- Direct the general public where to go to park with map available

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Hamilton Waterfront Wingfest 2010- Volunteer Application Form

First Name: _____ Last Name: _____

Phone number: (____) _____ Email Address: _____

Address _____

Student ____yes ____ no

If yes where does the Hamilton Waterfront Trust send your hours letter?

T-shirt size (please check the size that applies):

Small ____ Medium ____ Large ____ Extra Large ____

Please indicate the date(s) and time(s) you are available to volunteer

___ Friday, June 12 am / pm

___ Saturday, June 13 am / pm

___ Sunday, June 14 am / pm

Please note that our volunteer shifts are a minimum of four hours. These hours are eligible for community service required for graduation of Secondary school.

Please indicate area(s) of interest

___ Team Leader ___ Morning set up

___ Information Booth ___ Grounds Maintenance

___ Any

Additional comments, questions or concerns:

Please forward a copy of this form to:

Julia Veenstra

Event Co-ordinator

Mailing Address: 47 Discovery Drive, Hamilton, Ontario L8L 8K4

Phone: (905) 523-4498 extension 23

Fax: (905) 540-4498

Email: specialevents@hamiltonwaterfront.com

