**DOCKtoberFest Chicago***“a Halloween Music & Art Festival at River City Marina”*

**Volunteer Positions and Responsibilities**

Thank you for your interest in joining the DOCKtoberFest volunteer crew! Below you will find a description of the various volunteer position and responsibilities. Please consider these general requirements for each position when indicating your preferences. We look forward to working with you and thank you in advance! The Fest Mgmt. also reserves the right to move people to best serve the event, so thank you for your flexibility.

1. Security
   * Gate management
     + Utilize clickers to collect attendee data regarding how they heard about event
     + Check ID’s
     + Collect donation money
     + Check $20+ bills for counterfeit
     + Implement Survey to Entrants
     + Assess sobriety of guests
     + Communicate well
     + Work with security personnel
     + Distribute wrist bands
     + Report issues to Gate Captain
   * Stage management
     + Maintain safety of guests and musicians
     + Provide barrier between guests and stage
     + Assist with stage set-up and clean-up
     + Address disruptive guests (e.g. those attempting to hop on stage without invite)
     + Report to Security Captain/Officer Mayday or Officer Sheamus
   * General security
     + Maintain safety of guests throughout the festival
     + Report safety issues to head of security
     + Assist guests to locate exits, bathrooms, and locations of events
     + Assess sobriety of guests and intervene as necessary
     + Report to Security Captain
2. Ticket Booth
   * Check ID’s
   * Sell alcohol wristbands
   * Assess sobriety, refuse as necessary
   * Sell food and drink tickets
   * Report to Security Captain
3. Beverage tent
   * + Illinois BASSETT certification preferred
     + Collect beverage tickets
     + Serve alcoholic drinks to guests with alcohol wristband
     + Serve non-alcoholic beverages to guests
     + Stock beverage bins
     + Keep tabs on inventory
     + Maintain cleanliness of tent area
     + Report issues to Beverage Captain
4. Hospitality and Operations Everyone
   * Assist guests to locate exits, bathrooms, booths, stages, etc.
   * Maintain cleanliness throughout festival
   * Collect garbage, place into cans, empty filled cans, replace liners
   * Collect recycling, sort recycling, empty filled cans, replace liners
   * Assist with set-up and clean-up of event
   * Report to Hospitality Captain
5. Promotions and Merchandise
   * Run promotions booth for marina, Music artists
   * Assist with banner set-up
   * Provide quality customer service to guests
   * Distribute festival maps and information
   * Collect emails and other information for band promotion
   * Sell merchandise for festival and monitor band Merch Sales
   * Take video and pictures throughout festival
   * Report to Captain Patrick
6. Events Team
   * Lead scheduled contests
   * Structure costume contests, judge and announce winner