

## **Volunteer Duties**

### **Position: Exhibitor Check-In**

Every exhibitor has its own file in the portable file box at the Check-In station at the rear gate. Upon identifying the company name, pull the file. There will be a reception invitation, one parking pass, and five name badges in each folder. If additional name badges are required, pull more from the box, up to a maximum of TEN (as per Exhibitor Rules).

1. Verify booth number for each exhibitor from the master list. Complications should be referred immediately to Russel Smith via radio.
2. Each exhibitor gets ONE parking pass for the lot directly across the street from the check-in point. Pull the parking pass from their folder and write the booth number on it. (If you get bored, you can go through the files and write the booth number on the passes in each file!) Explain that there is only one parking pass per exhibit, due to limited spaces. They may leave the pass in their folder at night if they need to make it available to other booth workers.
3. Friday only: Give one representative the reception invitation and let him or her know that they should attend as a group. The invitation, good for their whole group, will be checked at the gate.
4. Each booth worker must come to the check-in to pick up his or her own badge. Do not pass out multiple name badges to one person. There are no exhibitor wristbands this year. Emphasize to every exhibitor that entry through the front gate will require their wearing the exhibitor name badge. Make the marker pens available for writing names on the badges.
5. Vehicles may drive on to the grounds to unload only. As soon as the vehicle is unloaded, it must be moved over to the parking lot. There is more limited access for driving this year. Vehicles must stay on the pavers—do NOT drive on the grass. There will be no exhibitor vehicles allowed on the grounds after Thursday evening until closing at 3 p.m. on Sunday.

## **Volunteer Duties**

### **Position: Parking Lot Director**

Know that you are earning 8,372 **good karma points**  
for your willingness to sit in this boring, but essential job.  
Cold water provided.

1. Only Exhibitors are allowed to park in the lot. The vehicle must display a bright blue Roundup 04 parking pass in the window.
2. If the vehicle belongs to an exhibitor but does not display a pass, send them across the street to the exhibitor check-in point. (They can temporarily leave their vehicle and walk across the street.)
3. There will be only ONE parking pass available per booth, due to limited space. Send others to park on the streets surrounding the grounds.

4. Please be sure to protect the trees in the lot!
5. Guide vehicles to park in the spaces as outlined with the yellow lines. You may use dramatic and excessive hand and arm signals for enlivening up your job, as you choose....no dancing will be allowed, however.

### **Volunteer Duties**

#### **Position: Set-up/Break-down**

...come early on Friday morning to help set up the grounds (signage, banners, speaker tents, etc.) or stay after the Fair closes on Sunday to take down and pack up supplies. Specific directions will be given in the moment. Report to Headquarters RV.

### **Volunteer Duties**

#### **Position: Front Gate**

You will sell general entry passes and food/drink/activity \$1 tickets

You may accept checks for payment. We are not set up to accept credit cards. Folks can go directly across the street to the bank and use an ATM machine to withdraw cash from their credit card if they are not prepared to write a check.

### **General admission:**

\$8 for a one-day pass, FRIDAY or SUNDAY

\$10 for a one-day pass, SATURDAY

\$16 for a three-day pass

Children under 12 free.

A colored wristband will control admission. Please request that (or assist) folks put them on! Refer to the wristband display in your booth for the appropriate color of the day for a one-day pass or provide the green wristband for a 3-day pass. (I soaked it in a bowl of water for 36 hours and it really IS waterproof!)

**WRISTBANDS MUST BE KEPT IN NUMERIC ORDER SO WE CAN KEEP COUNT OF ENTRIES. DISPENSE IN NUMERIC ORDER ONLY.**

**\$1 tickets:** All food, drink and fee activities on the grounds will only accept the \$1 tickets. No cash will be accepted. Note the poster in your booth for the fees for activities, beer, water and wine; food costs vary and are posted at the chuck wagons. People with children will probably need at least \$10/child.

**Free Passes:** accept any official Free Pass (see sample in notebook) and exchange for a wristband for the day.

**Farm & Ranch Tour Tickets:** these are for sale only at the TOFGA booth, F95-F100.

**Volunteers:** alphabetical lists with names of all volunteers are in the front gate notebooks. Those on the list get a free 3-day pass to the grounds. Check off their name on the list. Direct all volunteers to go immediately to the Volunteer Coordinator at the Information Tent to pick up their tee shirt, food coupons and duties descriptions.

**Speakers:** a list with names of all speakers is in the front gate notebooks. Those on the list get a free pass to the grounds. ASK THEM IF THEY ARE STAYING FOR THE DAY OR IF THEY NEED A MULTIPLE-DAY PASS. If it is just for the day, give them the wristband color of that day. If they want to stay for more days, give them the green 3-day pass. Direct all speakers to the Headquarters RV for speaker check-in. They will get their tee shirt and speaker name badge there. Speakers may request admission for a companion as well. Give them the appropriate additional wristband as requested.

**Exhibitors:** send to the rear gate closest to the bank. This includes all exhibitor booth staff.

**Free Entries:** classes of kids from area schools; any press representatives (radio Sarah to meet them at the gate); public requesting use of bathrooms (may also be directed to the Visitors Bureau, but 4 blocks away); holders of radio give-away tickets (see sample in notebook).

## **Volunteer Duties**

### **Position: Information Tent**

You will be the person to whom visitors will go with questions. To be of most service, please **familiarize yourself with the Roundup grounds**, especially bathrooms, headquarters RV, and each of the four speaker tents. Also be familiar with the schedule of mini-workshops and tent talks going on during your shift by reviewing the program guide. Maps of the grounds are posted at each speaker tent.

### **Other duties include:**

Sell tickets for food, drink, rides (also available at front gate and from roving ticket seller)

All activities, food and drinks will require tickets to purchase (no cash accepted at vendors)

\$1 denomination only

Note the list for specific charges (number of tickets required)

## Sell Roundup souvenirs

Tee shirts are made from organic cotton grown in Texas

Size options are Small, Medium, Large, Extra Large and Extra-Extra Large

Bandanas are unbleached cotton

Canvas shopping bags are unbleached cotton

Khaki caps are all cotton with leather strap

Sale price includes sales tax:

Tee shirts are \$16

Canvas bags are \$9

Caps are \$8

Bandanas are \$5

## Map

Encourage visitors to put a dot in their hometown location on the map

You should alert the Trail Boss if you notice more than \$500 in the cash box for a money pick up or if you need change. Never leave the cash box unattended.

Send anyone needing First Aid to the Headquarter's RV.

## **Volunteer Duties**

### **Position: Prize Drawing Booth**

1. Collect drawing registration cards, distributed at front gate:
  - One card per person over 18 years of age
  - Must be present to win heavy items; need not be present to win shippable items
  - Information on the card is for internal use only
    - Will not be sold
    - Will be entered into demographics database to evaluate PR budgets
    - Will result in a mailing about next year's Roundup in early September
2. Keep prizes on display on the tables
3. Post prize list with periodic updates for additions or prizes awarded
4. Assist Roundup representative with drawings, which will occur twice daily in front of booth in Pavilion A

## **Volunteer Duties**

### **Position: Speaker Check-In**

1. Find speaker on the master list and check off his or her name to verify arrival.
  - This list will be reviewed 30 minutes prior to talks to determine if substitutes are required; be vigilant please.
2. Confirm his or her scheduled time and tent by referring to a Lariat and help locate it on the grounds.

3. Give the speaker his or her pre-printed name badge and tee shirt. There are limited size options for tee shirts, so be as accommodating as possible but also request flexibility where needed.
4. If it is Friday, give the speaker a reception invitation. Tell him/her it will be checked at the gate.
5. Review the AV equipment list and confirm availability of requested AV at the right location. Each tent is automatically set up with a laptop and LCD projector. IF the speaker needs overhead or slide projector, they must be taken from the RV to the tent. Radio the AV volunteer.
6. Inform tent speakers that any problems arising during a talk should be directed to the tent monitor.
7. Inform tent speakers that the tent monitor will be holding up a “5 minutes” sign. They should stop for Q&A by then if they have not already done so. At 55 minutes before the hour, the monitor will hold up a “Time’s Up” sign. Explain that we need to have the time to move folks in and out of the tent to start a new talk on the hour.
8. Thank him or her profusely!

## **Volunteer Duties**

### **Position: Tent Talks**

1. Check AV equipment between talks and help next speaker with any change out.
2. Introduce yourself as the tent monitor to the speaker.
3. Introduce the speaker to the audience at the start time by reading the bio from the print out provided or something that speaker provides.
4. When the speaker asks for questions, be sure s/he tells the audience they must use the microphone on the stand in the middle of tent so questions as well as answers will be recorded.
5. Watch the time and at the 50-minute mark, hold up the “5 minutes.” At the 55-minute mark, hold up the “Times Up” sign. This will give 5 minutes for the audience to move out and the next one to come in. Be vigilant please.
6. Complete the speaker evaluation form at the conclusion of each talk. These completed forms should be turned into the Volunteer Coordinator at the conclusion of your shift. They assist us in determining the popularity and relevancy of a particular subject and/or presenter in the future.

## **Volunteer Duties**

### **Position: Recording Talks**

1. Responsible for maintaining an acceptable audio level for sound recording throughout the duration of the shift. Each tent will be equipped with a set of headphones and a laptop with user-friendly sound recording software. The volunteer will listen to each speaker through the headphones and adjust the sound recording input level accordingly.

2. Encourage speaker to let you advance PowerPoint slides for him/her via verbal command (“next slide”) in order to capture this command on the recording. This will assist the listener in syncing up the talk with the PowerPoint presentation, which will also be duplicated on the CD.
3. Ensure that audience questions are asked from the audience microphone only.
4. While some familiarity with audio software or sound recording is a definite plus, there will be a brief training provided.

## **Volunteer Duties**

### **Position: Transportation Remuda**

1. Notify grounds Trail Boss, Roy Holder, whenever an exhibitor vehicle needs to come onto the grounds so the move can be safely coordinated. (Mainly relevant Friday and Sat. morning, although some personally owned vehicles for demonstration only may arrive any time.)
2. Coordinate the "Ride-and-Drive" element:
  - a. Coordinate with vendors wishing to participate to determine schedule for offering their vehicle(s) to the public for driving/riding
  - b. make sure the public participating in the Ride-and Drive sign the provided, official release form before departing.
  - c. have vendors participating deliver the vehicle(s) for public driving to the starting point on Main Street at the designated time according to the schedule
  - d. make sure the sign on the fence out front where the Ride-and-Drive vehicles operate from and riders queue up is updated to note when the next opportunity is scheduled.

## **Volunteer Duties**

### **Position: Family Activities Tent**

1. report to Family Activity Tent Trail Boss for quick training on kids’ activities being offered.
2. assist visiting families with the activity table assigned to you by Trail Boss.
3. do not allow parents to just drop their children off in the tent—we do not offer the activities as a babysitting service. The idea is for families to do these activities together.
4. please clean up the area periodically, as you have some down time from kids at your station—it tends to get pretty chaotic, and that is not a good educational environment.

## **Volunteer Duties**

## **Position: Beer Garden**

1. sell beer and bottled rainwater to public with food coupons
2. sell more beer and water
3. direct anyone without food coupons to the Information Tent directly across the walkway to purchase some, or find a roving ticket seller
4. keep supply of cups and ice stocked
5. notify Trail Boss when keg is running low in advance to get delivery on next keg
6. sell more beer and water
7. please note: the beer is not available for the volunteer on duty—wait until your shift is over to purchase your beer. THANKS!

## **Volunteer Duties**

### **Position: Roving Ticket Seller**

1. report to headquarters RV to pick up supplies
2. walk the grounds, especially near the food and beverage vendors, with the \$1 coupons for sale.
3. receive cash and make change from start cash supplied with apron
4. periodically, make a cash delivery to RV if apron pockets getting too full.
5. note start and end numbers on ticket roll to make report of number sold
6. at end of shift, return ticket roll, apron and all cash to headquarters RV