

2010 Common Ground Volunteer Information

1. **Please print or type** all requested information on the attached application form.
2. **Use one application form per person.** You may photocopy the original form or call the Common Ground office at (517) 267-1502 to request another form. If you would like to be scheduled with a friend, please staple your applications together.
3. YOU MUST BE 16 YEARS OF AGE TO VOLUNTEER. NO EXCEPTIONS!!!
4. New volunteers must pay a \$15 registration fee. Returning volunteers pay a \$10 registration fee. Volunteers who have served at least 5 years are exempt from any fees. The registration fee is a *commitment* fee, based on a system that is used by many major festivals to help establish a dedicated volunteer base. You are an essential asset to the event and in return for your commitment the Festival provides you:
 - a commemorative Common Ground Festival volunteer pin. **(Please know that this pin does not get you admission into the Festival.)**
 - a 2010 Common Ground volunteer t-shirt.
 - an invitation to the Kick-off/Training Party (tentatively scheduled for Tuesday June 22, 2010, 6:00 pm - 8:30 pm, location TBD) and the post-Festival Wrap-Up Party (tentatively scheduled for August 17, 2010).
 - use of the Volunteer Hospitality Tent during your volunteer shift(s).
 - one (1) Festival token per shift worked, which you can redeem for tickets, merchandise or festival food (while supplies last on the merchandise and tickets).
 - reduced pricing on Festival tickets, while supplies last. *(You must submit your volunteer application prior to June 18, 2010 in order to receive discount ticket pricing).*
5. Volunteers are required to work at least two (2) 6-hour shifts during the week-long event. In other words, you must commit to a minimum of twelve (12) hours of work. Of course, we can always use your help with additional nights/hours, so please let your Team Leader know if you are interested.
6. Please review the list of volunteer service areas on the attached "Service Area Descriptions" document. Then indicate your choice of service, in order of preference (**example: 1=1st choice**) on the attached volunteer application form. Please understand that volunteer assignments are made on a first-come, first-serve basis, and according to the days you are available to work. We will do our best to place you in your first choice, but we appreciate your understanding, if we cannot accommodate you. **Please remember that we cannot guarantee your number one choice.**
7. Please complete, sign and date the attached application form, the "Service Area Descriptions" document, and the Indemnification form and submit these documents to the Common Ground Music Festival office, with full payment by the **June 1, 2010** deadline.

Note: If you received your application form from a Team Leader, you may return it to them personally, or mail/fax it to the Festival Office.

ATTENDANCE: We depend on your commitment to the Festival. If your schedule must change, or if you have an emergency, please contact your Team Leader immediately, or call the Festival office at (517) 267-1502, ext. 202.

ARRIVAL & BREAKS: Please arrive through the volunteer entrance only (location TBA). You will not be admitted into the Festival through any other entrance without a ticket. You must check in and out with your Team Leader for every shift. Among other reasons, it's necessary that you do this so you can receive credit, and therefore benefits, for the time that you give to the Festival. Breaks will be coordinated by the Team Leaders for each area and will be given at their discretion.

VOLUNTEER ATTIRE: You must wear the 2010 Common Ground volunteer t-shirt supplied by the Festival while working your shift. **You must change out of your volunteer t-shirt immediately after your shift.** If you would like to purchase additional volunteer t-shirts, please indicate this on the attached application form. If you wish to wear a hat during your shift, we ask that you purchase a Common Ground hat (which you can also indicate on the attached application form). Additionally, we prefer that you also wear khaki pants or shorts. This will help us keep our volunteers looking neat and uniform.

MEALS AND BEVERAGES: Beverages will be provided to all volunteers while working. Alcoholic beverages may not be consumed before or during your shift, or at anytime while you are wearing your volunteer t-shirt. **You must change out of your volunteer t-shirt, go the Volunteer Tent, check out, show a valid State ID or Driver's License and get a valid wristband to consume alcoholic beverages after completion of your shift.** Violation of this rule will result in immediate dismissal and forfeit of your registration fee and any benefits that you may have earned. Meal tokens will be provided to Volunteers during their breaks, as determined by the Team Leaders for each area. Each token is worth \$5.00 and can be used to purchase food or non-alcoholic beverages at any vendor stand inside the venue.

VOLUNTEER BENEFITS: Your Team Leader is responsible for keeping track of your attendance during your shift. (Please check in and out nightly with your Team Leader). At the completion of each shift you will be given **one token** by your Team Leader. These tokens are redeemable for single-day tickets (*at the Volunteer Tent*), merchandise, non-alcoholic beverages, food and other items (subject to availability). Completion of **two full shifts** will qualify you to exchange two tokens for one single-day ticket (*at the Volunteer Tent, on the day of the show, while supplies last*) or any of the other rewards. You may earn additional tokens/rewards for volunteer time beyond the minimum requirements. Also, for every new person you refer to the volunteer program, you will receive two extra tokens.

TRAINING: All volunteers, new or returning, will be required to attend the Kick-Off/Training Party (tentatively scheduled for Tuesday, June 22, 2010, 6:00 p.m. - 8:30 p.m., location TBD). At this meeting you will receive your volunteer handbook, commemorative pin, schedule and your 2010 Common Ground volunteer t-shirt. At this time you will also meet your group's Team Leader and learn about the service area where you will be working.

VOLUNTEER APPLICATIONS & PAYMENT MUST BE RECEIVED BY JUNE 1, 2010

Please return the attached application, the Service Area Descriptions form, and the Indemnity form to:

Common Ground Music Festival
901 N. Washington Ave., Lansing, MI 48906
 Or fax it to 517-267-8955.
 Call 517-267-1502 with questions.

2010 Common Ground Volunteer Application

CONTACT INFORMATION:

First _____ Last _____

Street _____ City _____

State _____ Zip _____ Day Phone _____

Eve. Phone _____ Best time to reach me: Day Evening

Employer/Organization/Affiliation: _____

E-Mail _____

Emergency Contact _____

Emergency Phone Number _____

Your Driver's License or S.S. # (REQUIRED): _____

Your Birth Date (REQUIRED) _____

First year Sponsor's Name _____

Please check appropriate box(s):

New Volunteer in 2010 Previous Volunteer in: 2000 2001 2002
 2003 2004 2005 2006 2007 2008 2009

Past Common Ground experience (list service areas): _____

Common Ground encourages community participation! If you have any reasonable accommodation requests, please check here.

SCHEDULING:

We require that volunteers commit to at least two (2) 6-hour shifts! Available shifts are on a first-come, first-serve basis, and will be confirmed by Meghan Leahy (Team Leader).

I will commit to working the following nights and times, and I understand Gate shifts may start as early as 2:30 pm on higher traffic days. I also understand that the times listed below are tentative and subject to change:

- Monday • July 12 • 4:30 pm – 11:30 pm
- Tuesday • July 13 • 4:30 pm – 11:30 pm
- Wednesday • July 14 • 4:30 pm – 11:30 pm
- Thursday • July 15 • 4:30 pm – 11:30 pm
- Friday • July 16 • 4:30 pm – 11:30 pm
- Saturday • July 17 • 4:30 pm – 11:30 pm
- Sunday • July 18 • 4:30 pm – 11:30 pm
- Other (Festival Runners, please list avail. days/times) _____

Please note any minor exceptions to your availability: _____

ASSIGNMENTS:

Please indicate the service areas where you would like to work, in order of preference, by numbering your choices (**example: 1=1st choice**). Assignments are made on a first-come, first-serve basis. First right of refusal will be given to previous service area groups. We will do our best to place you in your first choice, but we appreciate your understanding, if we cannot accommodate you. **Remember, we cannot guarantee your number one choice.** Also, please read and sign the attached Service Area Description form, in addition to checking your choices here.

- _____ **Entrance Gates** (Must be able to stand for long shifts.)
- _____ **Green Team** (Recycling)

- _____ **Guest Services** (Ushers/Security)
- _____ **Children's Activities** (Sat. & Sun. only)
- _____ **Sponsor Hospitality**
- _____ **Volunteer Hospitality**
- _____ **Festival Runner** (Must be 25 yrs. or older with a valid driver's license.)
- _____ **Information Booth**
- _____ **Information Roamer** (Must be able to stand for long shifts.)
- _____ **Merchandise**
- _____ **Any area where needed**

YOU WILL RECEIVE CONFIRMATION OF YOUR ASSIGNED AREA(S) AND SHIFT(S) AS LATE AS THE WEEK BEFORE THE FESTIVAL.

SPECIAL ASSIGNMENTS:

In addition to our volunteer needs during the Festival, we also need help getting ready for the event. If you can assist with any of these activities, please indicate where, in order of preference, and include your available hours and days.

_____ **Festival Office:** (901 N. Washington Ave., Lansing, MI 48906) Assisting the Festival staff with answering phones, running errands and general office work, before the Festival begins, and during the week of the Festival. (It's helpful to have a car and valid driver's license.)

Days avail. _____ Times avail. _____

_____ **Poster & Flyer Distribution:** Distributing Common Ground posters and flyers to businesses throughout Lansing and the surrounding area, by special arrangement, prior to Festival dates.

Days avail. _____ Times avail. _____

_____ **Event Set-Up and Tear-Down:** (Involves lifting and manual labor.) Assisting the Festival staff with the load-in and load-out of equipment, signs and supplies.

Days Avail. for Set-Up (July 8, 9, 10, 11) _____

Days Avail. for Tear-Down (July 19, 20, 21) _____

PAYMENT:

The registration fee is \$15 for new volunteers, \$10 for returning volunteers, and free for volunteers who have served at least five years. Please enclose payment for your registration fee, plus any extra t-shirts or hats you wish to purchase (see below). Please make your check or money order payable to **Common Ground Festival**. **Payment must be received prior to June 1, 2010.**

Please circle Volunteer t-shirt size: M L XL 2X 3X 4X

Number of additional Volunteer t-shirts at \$7.00 each. _____

Please circle additional t-shirt size(s): M L XL 2X 3X 4X

Number of Common Ground hats at \$10.00 each. _____

Total amount for fee, extra t-shirts and hats: _____

Payment Method: Cash Money Order Check # _____

I have read the 2010 Group Volunteer information. I agree to attend the training session, scheduled on June 22, 2010 and to adhere to the policies and guidelines regarding volunteers for the Common Ground Music Festival. I understand that special permission will be required for additional team members to apply after the June 1, 2010 deadline.

Signature _____

Date _____

Please remember to sign and return the attached 2010 Service Area Descriptions form and the attached Indemnification form.

VOLUNTEER APPLICATIONS & PAYMENT MUST BE RECEIVED BY JUNE 1, 2010

Please return this application, with the attached Service Area Descriptions form, and the Indemnity form to: **Common Ground Music Festival, 901 N. Washington Ave., Lansing, MI 48906**
 Or fax 517-267-8955 • Call 517-267-1502 with questions.

2010 Common Ground Volunteer Indemnification

Indemnification: Volunteers agree to indemnify and hold harmless the Festival from and against any claims, costs (including without limitations, reasonable attorney's fees and court costs), expenses, damages, liabilities, losses and/or judgments arising out of, or in connection with, any claim, demand or action made by any party if such are (or are alleged to be) a result of Volunteer's negligence.

Signature _____ Date _____

Please print name _____



www.douglasj.com

2010 Common Ground Volunteer Sponsor



2010 Common Ground Volunteer Service Area Descriptions

Please remember... We will do our best to place you in your first choice, but we appreciate your understanding, if we cannot accommodate you. **Please understand that we cannot guarantee your number one choice.**

ENTRANCE GATES:

Monday-Sunday, 4:30-11:30 p.m.

Share the responsibility of scanning daily tickets and Common Cards, checking IDs and putting wristbands on all guests. *(Must be able to stand for long shifts.)* Some gate shifts may start as early as 2:30 p.m. on days we expect higher customer traffic.

GUEST SERVICES:

(Ushers) Monday-Sunday, 4:30 p.m.-11:30 p.m.

Direct guests to seating areas; keep designated walkways clear, site-lines open, and monitor the concert area for any problems. *(Must be able to stand for long shifts.)*

(Security) Monday-Sunday, 4:30 p.m. – 11:30 p.m.

Monitor the perimeter of the Festival grounds, gates and stage area under the direction of your Team Leaders. The volunteer security team will work in conjunction with the Lansing police and a paid security staff. *(Must be able to stand for long shifts.)*

CHILDREN'S ACTIVITIES:

Saturday-Sunday, 5:30 p.m.-9:30 p.m.

Assist with games, mural and more. Help participants with the activities and keep lines and spectators orderly.

FESTIVAL RUNNERS:

Monday-Sunday, times may vary from 6:00 a.m.-1:00 a.m.

Please note on application, under "Scheduling," the days and times when you are available.

The Festival office is the base of operations during the Festival, including transportation, communications and runners. Assist with these tasks, as well as running errands and production work. Must be at least 25 years of age and have a current driver's license. Chauffeur license preferred, but not essential.

VOLUNTEER HOSPITALITY:

Monday-Sunday, 4:30 p.m.-11:30 p.m.

Staff the volunteer entrance, check in volunteers for their shifts, assist the Volunteer Coordinator with the benefits program and keep the volunteer tent area clean and stocked with supplies.

INFORMATION/CUSTOMER SERVICE BOOTH:

Monday-Sunday, 4:30 p.m.-11:30 p.m.

The customer service booth provides amenities such as telephones for guest use, diaper changing area, ATM, Lost &

Found, supplies and more. Volunteers will oversee this area and provide guests with information on the time and location of events at the Festival, location of Festival amenities and general information about the Lansing area.

INFORMATION ROAMERS:

Monday-Sunday, 4:30 p.m.-11:30 p.m.

Circulate the Festival grounds to deliver guests to Festival locations, or provide information and other services to Festival attendees and others. *(Must be able to stand for long shifts.)*

MERCHANDISE:

Monday-Sunday, 4:30 p.m.-11:30 p.m.

Assist in the merchandise tent with the artist merchandise, restocking inventory, keeping products neat and orderly and completing sales.

SPONSOR HOSPITALITY:

Monday-Sunday, 4:30 p.m.-11:30 p.m.

This involves stocking the VIP area, running for supplies, serving Festival customers, keeping the VIP area clean, as well as nightly closing clean up.

GREEN TEAM:

Monday-Sunday, 4:30 p.m.-11:30 p.m.

Help the Common Ground Music Festival become more "green" by assisting with our Festival recycling program.

I have read the 2010 Volunteer Program service area descriptions and understand the task(s) that will be expected of me and the times of the shifts.

Print Name _____

Signature _____

Date _____

Please remember to sign and return the attached 2010 Volunteer application and the attached Indemnification form.

VOLUNTEER APPLICATIONS & PAYMENT MUST BE RECEIVED Y JUNE 1, 2010

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