



2018 Volunteer Registration



All forms must be submitted by Friday, May 25, 2018

Festival Dates and Operating Hours: Friday, June 8, 5-10 PM; Saturday, June 9 and Sunday, June 10, Noon-10 PM

Festival Location: Lincoln/Irving Park/Damen

Festival Website: www.Ribfest-Chicago.com

CONTACT INFORMATION (Please type or print legibly)

Name _____

Address _____ City _____ State _____ Zip _____

Phone (Day) _____ (Night) _____

Email (required) _____ Are you over 21? Yes No

Organization/company affiliated with _____

I would like to work with (friend/relative/partner) _____

PLEASE NOTE: Due to attempted theft at a previous festival event, Ribfest Chicago has been forced to implement an additional security measure. All volunteers must provide a photo copy of a valid ID with the Volunteer Registration form.

REQUESTED ASSIGNMENT

Please indicate your 1st, 2nd and 3rd choice for the shift you wish to be assigned (see information to the right).

We make every effort to accommodate your first choice on a first come, first served basis.

1st _____ 2nd _____ 3rd _____

I would like to volunteer for additional shifts.

1st _____ 2nd _____ 3rd _____

Please indicate if you would like to volunteer for:

Pre/post event errands, pick-ups or deliveries (postering, banners, etc.)

T-shirt size _____

Volunteers must wear Volunteer T's at the event. **There are no on-site changing facilities.** For festival security, the NCC restroom will not be available to volunteers.

A photo copy of my ID is attached to this form

Volunteers must check-in at the Northcenter Chamber Office located at 4054 N. Lincoln Ave. at least 15 minutes prior to the start of the shift.

SHIFT INFORMATION See reverse side for duties of each area.

Friday, June 8

- SETUP** (1) Noon-4:00 PM (2) 3:00-7:00 PM
- GATE** (3) 4:00-7:30 PM (4) 7:00-10:00 PM
- ID LINE** (5) 4:30-7:30 PM (6) 7:15-10:15 PM
- BEVERAGE** (7) 4:30-7:30 PM (8) 7:15-10:15 PM
- VIP TENT** (9) 4:30-7:30 PM (10) 7:15-10:00 PM
- KIDS SQUARE** (11) 4:00-7:00 PM (12) 6:30-9:30 PM

Saturday, June 9

- GATE** (13) 11:00 AM-3:00 PM (14) 2:30-6:30 PM (15) 6:00-10:00 PM
- ID LINE** (16) 11:30 AM-3:00 PM (17) 2:45-6:45 PM (18) 6:30-10:15 PM
- BEVERAGE** (19) 11:30 AM-3:00 PM (20) 2:45-6:45 PM (21) 6:30-10:15 PM
- VIP TENT** (22) 11:30 AM-3:00 PM (23) 2:45-6:45 PM (24) 6:30-10:15 PM
- KIDS SQUARE** (25) 11:30 AM-2:30 PM (26) 2:15-5:30 PM (27) 5:15-8:30 PM

Sunday, June 10

- GATE** (28) 11:00 AM-3:00 PM (29) 2:30-6:30 PM (30) 6:00-10:00 PM
- ID LINE** (31) 11:30 AM-3:00 PM (32) 2:45-6:45 PM (33) 6:30-10:15 PM
- BEVERAGE** (34) 11:30 AM-3:00 PM (35) 2:45-6:45 PM (36) 6:30-10:15 PM
- VIP TENT** (37) 11:30 AM-3:00 PM (38) 2:45-6:45 PM (39) 6:30-10:15 PM
- KIDS SQUARE** (40) 11:30 AM-2:30 PM (41) 2:15-5:30 PM (42) 5:15-8:30 PM
- TEARDOWN** (43) 9:00 PM-Midnight

For the safety, security and benefit of our participants and guests, volunteers must abide by the rules and guidelines on the reverse side. Please check the box, sign and date below and initial on the back to indicate that you have read and will comply with the rules and guidelines set forth.

I acknowledge that I have read, understand and will comply with the rules and guidelines as set forth.

HOSTED BY



PRODUCED BY



VOLUNTEER SIGNATURE DATE

2018 Ribfest Chicago Volunteer Registration

Submit by Friday, May 25

VOLUNTEER RULES AND GUIDELINES

GENERAL

- All Ribfest participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at the Chamber's discretion.
- Due to attempted theft at a previous festival, Ribfest Chicago has been forced to implement an additional security measure. **All volunteers must provide a photo copy of a valid ID** with the Volunteer Registration form.
- Mistreatment of event staff or volunteers will not be tolerated. BBIG/NCC reserves the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Ribfest Chicago, the Northcenter Chamber of Commerce and/or Big Buzz Idea Group.

REQUIRED TRAINING

- **All** Ribfest volunteers will be required to attend a short volunteer **training session** prior to the event. Volunteers who attend the training sessions will be given first priority in scheduling. Training Sessions will be held:

Tuesday, May 29, 4:00 PM and 6:30 PM
John C. Coonley School, 4046 N. Leavitt St.

Wednesday, June 6, 6:00 PM
St. Benedict School, Beaven Hall
2215 W. Irving Park Rd.

ON-SITE REQUIREMENTS

- Volunteers must check-in at the Northcenter Chamber office located at 4054 N. Lincoln Ave. when they arrive at the festival. T-shirts will be presented by the Northcenter Chamber for the volunteers at the Volunteer sign-in at the start of each shift. Volunteers will be issued one t-shirt per day. There are no on-site changing facilities. For festival security, the NCC restroom will NOT be available to volunteers.
- Volunteers in the Beer Tents must be 21 or older.
NO exceptions!
- Upon completion of each shift, volunteers must **sign-out** at the Chamber office. Food and beverage tickets will be presented to each volunteer at the **sign-out** of each shift.
- Volunteers are asked to arrive for their shift 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition. Volunteers for the first shifts

on Saturday and Sunday are not required to arrive earlier than 10:30 AM if working the Gate or 11:00 AM for all other positions.

- Volunteers **will not** be allowed to drink alcoholic beverages while on duty.
- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

SHIFT DUTIES

- GATE: accept entrance donations, hand out schedule and donation stickers, interact with festival attendees (Captains 21+)
- ID LINE: check IDs and provide wristbands for persons 21 and over (21+)
- BEVERAGE: pour and hand out beverages, accept tickets for beverages (21+)
- VIP TENT: check wrist bands to access to VIP area
- KIDS SQUARE: collect donations, run concession stand, assist with inflatables

LIABILITY LIMITATIONS

- NCC, BBIG, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.

SUBMIT YOUR VOLUNTEER REGISTRATION FORM TO

Big Buzz Idea Group

Via email: Craig@BigBuzzIdeaGroup.com

Via fax: (773) 804-8986

Via mail: Big Buzz Idea Group

4055 W. Peterson Ave., Suite 105
Chicago, IL 60646

Please contact Craig Lagowski at (773) 804-8589 with any questions regarding volunteering or Ribfest Chicago.

Initial: I have read and will comply with the rules and guidelines _____

Thank you for volunteering. We couldn't do it without you.

WE APPRECIATE OUR VOLUNTEERS!

A post-event party will be held on Tuesday, June 26 to honor our volunteers. Information will be provided when you sign out of your shift and you will be sent an email invitation. Be sure to include your email address on the application to receive your invite and any other post-event party information.