



VOLUNTEER REGISTRATION
Saturday, August 16 (Noon-10:00 pm)
Sunday, August 17 (Noon-8:00 pm)

Name _____ Company/Organization _____

Address _____ City _____ State _____ Zip _____

Phone (Day) _____ (Night) _____

Email Address _____ Are you over 21? _____

Please select your 1st, 2nd and 3rd choice(s) from the shift numbers listed below:

1st Choice _____ **2nd Choice** _____ **3rd Choice** _____

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

Gate Entrances (Collect Donations, Hand Out Schedules, Hand Stamps)

Sat. 11-3 pm 1 2:45 pm-6:45 pm 2 6:30 pm-CL 3

Sun. 11-2 pm 4 1:45 pm-4:45 pm 5 4:30 pm-CL 6

Beverage Booth (ID/Wristbands, Pour Beverages, Take Tickets)/ **Must be 21 or over**

Sat. 11-3 pm 7 2:45 pm-6:45 pm 8 6:30 pm-CL 9

Sun. 11-2 pm 10 1:45 pm-4:45 pm 11 4:30 pm-CL 12

Ticket Booth (Collect Money, Distribute Tickets for Food and Beverages)/**Must be 21 or over**

Sat. 11-3 pm 13 2:45 pm-6:45 pm 14 6:30 pm-CL 15

Sun. 11-2 pm 16 1:45 pm-4:45 pm 17 4:30 pm-CL 18

Kidz Nest (Collect Tickets, Run Games, Supervise Crafts)

Sat. 11-3:00 pm 19 2:45 pm-7 pm 20 **Sun.** 11-2:30 pm 21 2:15 pm-6 pm 22

Would you like to work more than one shift? Yes No If yes, how many? _____

Willing to help with pre-event promotion efforts (postering, banners, etc.) _____

Assist with pre- or post-event errands, pick-ups or deliveries _____

Set Up Friday @ 7 pm (Set up barricades, fencing, signage, errands, etc.) _____

Clean Up Sunday@ 8 pm (Remove barricades, fencing, close booths, etc.) _____

T-shirt Size _____ (All volunteers will wear Volunteer T's at the event.)

All Volunteers must check-in at the Volunteer Tent (location to be determined).

Completed forms should be mailed to: Big Buzz Idea Group at 3821 W. Wallen Ave., Lincolnwood, IL 60712, faxed to 847.679.6291 or emailed to Devin@BigBuzzIdeaGroup.com. Please contact Devin Ball with any questions regarding The Raven at 847.677.8273.

We need more volunteers for various shifts. Feel free to copy and invite friends, family or co-workers to volunteer with you! A post-event party will be held on Wednesday, August 27th to honor the volunteers. Location is TBD.

Thank you for volunteering for The Raven 2008---We couldn't do it without you!

Hosted by



THE RAVENSWOOD CHAMBER OF COMMERCE
 Alderman Gene Schulter, 47th Ward



Produced by



VOLUNTEER GUIDELINES

- All Raven 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 will be immediately removed from the Festival and prosecuted at the Committee's discretion.
- **All** Raven volunteers are 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 are currently scheduled for:
 - Wednesday, August 6th at 4:00 p.m. Location TBD.
 - Wednesday, August 6th at 6:30 p.m. Location TBD.
- Volunteers in the Beer Tents and Ticket Trailers must be 21 or older. No exceptions!
- All volunteers must check in at the Volunteer Tent for their assignment when they arrive at the Festival. T-shirts will be presented by the Festival Committee for the volunteers at the training session. The Volunteer Tent location to be determined.
- Upon completion of each shift, volunteers must **sign out** at the Volunteer Tent. Food and beverage tickets will be presented to each volunteer at the **sign-out** of each shift.
- All volunteers are asked to arrive for their shift 10 minutes early for a briefing of their duties, assignment to their post and a smooth transition.
- 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.
- Ravenswood Chamber of Commerce, Chase Park Advisory Council, Ravenswood Community Council, Community Building Tutors, Big Buzz Idea Group, affiliates, employees, related Festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or volunteer's property prior to, during or subsequent to the period worked by the volunteer. The volunteer's submission of this form expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- The Ravenswood Chamber of Commerce, Chase Park Advisory Council, Ravenswood Community Council, Community Building Tutors and Big Buzz Idea Group are not liable for injury or litigation arising from the products/services offered to the public during The Raven.

By signing below, I acknowledge that I have read and agree to the guidelines as stated above:

Volunteer Signature

Date