

WRITING OUTSIDE THE MARGINS—Volunteer Information

Morning Set up

We will be closing down Church Street at 9am in the morning and opening the festival at 11am. In those two hours, we will need to erect and place small tents, tables and chairs, as well as signage and other physical pieces of the day. This will be a physical job.

Hospitality/Admin

We will be setting up an Xtra/Hospitality table which will serve as the base for all volunteer activities. This is where our volunteer coordinator will be set up, and various jobs will happen at this station:

- ticket sales for the Save the Robots after party that night
- t-shirt sales
- program give-away
- raffle ticket station
- lost and found
- first aid box (though medics will be on-site)

Stage Help

There will be 2 main stages, as well as 4 stage areas. There will be sound engineers working these stages, but we hope to have someone on hand at the stages at all reading times to ensure that if trouble arises, Adrienne, Jon or another volunteer can be notified. Maybe the reader needs a bottle of water. Maybe the microphone has blown and the tech person cannot fix it. Whatever can go wrong, we want to be prepared with someone there to help.

Security

In closing down Church Street, we are required to help provide security. Police will be onsite, but their preference is to have a volunteer from the festival with them at the various street blockade spots. You'll act as a liaison between the festival and the Police, and the festival and the public.

Children's Area

We're very excited to offer a children's area at this event! We're setting up a tent and we're going to make it nice and cosy, with books and special authors reading from their favourite kids books. We've also got a bouncy castle! Various things will need to happen here:

- collecting raffle tickets
 - keeping the space tidy
 - keeping an eye on, and possibly timing kids in the jumpy castle
 - helping authors if needs arise
- **You will NOT be providing daycare to the children in the tent, and your level of interacting with them will be your choice. Maybe you want to read stories when noone else is reading. Maybe you want to colour with them. Maybe you just want to watch over the place. Do what you're comfortable with, but we will not allow parents/guardians to drop off children in the area.

Evening Tear Down

Once 7pm rolls around, we need to get the heck outta there! We will have until 10pm to take down all tents, pack up all tables, and tidy up the street according to specifications from the city. And really, we'll all be wanting to get it all taken care of so we can get home and get ready for the Save the Robots party!