

# **Willard Freedom Fest Vendor Rules & Regulations**

This document is to inform volunteering applicants of important event information, guidelines, requirements, and expectations given to volunteers at this annual event. The information herein is intended to:

1. Keep the public/guests of the event safe
2. Keep our staff and volunteers safe
3. Allow volunteers and staff to feel empowered and supported by leadership
4. Maintain the high standard of inclusion, quality, and fun expected of this longstanding event

## **Introduction & Survey**

Welcome to Willard's biggest one-day volunteering opportunity! At Freedom Fest, Willard Parks recruits as many volunteers as staff, so your participation is VITAL and exceedingly appreciated! In return, we will give our best effort in a seamless leadership role with scheduling, placement, accommodations, and support.

After the event, please take the time to fill out our Event Volunteer Survey that will be emailed to you post-Freedom Fest. We LOVE constructive criticism and always want to do better to serve those serving their community through the Willard Parks Department.

## **Equipment Requirements & Suggestions**

### **Required**

- Freedom Fest Staff Shirt (provided)
- Safety vest in traffic positions (provided)
- Secure shoes (no flip-flops/open-back)
- Inform leadership of special accommodations needed prior to the event

### **Highly Recommended**

- Hat/Sunglasses
- Sunscreen
- Closed-toe shoes
- Water bottle
- Food/snack/money for food

## **Volunteer Orientation**

Volunteers must attend the Freedom Fest Volunteer Orientation for final approval as a volunteer. This orientation will be scheduled during the week(end) of June 11-17, 2023 (confirmation will be emailed). During this required orientation, volunteers will receive:

- Volunteer Packet
- Discussion of Rules & Regulations for volunteers, vendors, and guests
- Discussion of check-in, first aid, and specific placement
- Open Q&A
- Contact information for perspective leadership

## While on Duty – Volunteer & Guest Safety

At Freedom Fest, our volunteers are supported by Willard Parks staff, city employees, Willard Fire Department, and the Willard Police Department. Volunteers are to follow these behaviors closely regarding safety:

1. **Your first line of contact is your Willard Parks leadership.** The event coordinator will give you contact information to be used in call or text.
2. **Volunteers are not official authorities and should defer to certified persons in cases of emergency** (such as WFD for First Aid/severe injury/heat stroke, WPD for guest confrontation, etc).
3. **Do not put yourself in danger.** (ex. Trying to stop moving cars who are darting through traffic out of turn).
4. **Wear and use your provided safety equipment.**
5. If event issues are not an emergency (no immediate injury/threat), contact your event coordinator/leadership first. 99% of issues should be deferred to your event coordinator/leadership.

## Volunteer Behavioral Expectations

Freedom Fest is a positive, inclusive, family-friendly, and a-political event. It's a celebration of our country's freedom, diversity, and love of a good party! Volunteers are expected to represent their town and this event following these values.

- Arrive and check in on time at the Volunteer Check-in tent
- Execute your responsibilities to the best of your ability and with guest and staff safety in mind
- Stay positive with guests and coworkers
- Do not exhibit political affiliation while representing Willard Parks
- No cursing or divisive language while representing Willard Parks
- Dress appropriately for a family-friendly, outdoor, high-temperature and active event
- Do not be distracted by friends/family attending the event while you are on duty
- Do not make unauthorized decisions (ex. Changing parking areas, taking down barriers, changing registrations, etc). Contact your leadership with any suggestions, needs, and questions.

Willard Parks appreciates your volunteerism! Your support is vital to Freedom Fest maintaining it's high standard of safety, organization, and fun for the community. It's because of community members like you that this event is able to grow and evolve into something a little bit bigger every year!

***If you have any questions about volunteer positions available, position details, staffing, scheduling, or volunteer perks, please reach out to:***

***Samantha Guinn***

***Assistant Director of Parks/ Event Coordinator***

***[assistdirector@cityofwillard.org](mailto:assistdirector@cityofwillard.org)***

***417-742-5384***