

Winter Festival Volunteer Information



2018 Winter Festival: A Celebration of Lights, Music & the Arts



T H E WINTER FESTIVAL CELEBRATION of LIGHTS, MUSIC & the ARTS

The Winter Festival - A Celebration of Lights, Music, and the Arts owes much of its success to the thousands of volunteers who have so generously donated their time over the past 29 years. This support has allowed for the creation of a wonderful holiday celebration, which brings our community and families together.

As the Winter Festival continues to grow, so does the need to depend on volunteers. At this time, we would like to make an appeal to you, as an individual or as a group, to consider giving us a small amount of your time on the evening of **Saturday, December 1, 2018**. All volunteer areas require only a few hours and are all great fun. You are also invited, if you wish, to stay with us for the entire evening.

We request that you are at least 16 years of age. We have guidelines with specifics for each position and will be happy to mail a copy, or copies, to you or your group. Please submit your completed application(s) by **Friday, November 16, 2018**, if you are interested in participating in this wonderful family oriented event. Please feel free to ask your friends and family members to contact our office if they, too, would be interested in volunteering for the most spectacular event in Tallahassee. If additional copies are needed you may simply make a copy of the forms or request additional ones. Each volunteer will need to complete the volunteer information sheet.

Volunteering for the Winter Festival is a great project and great fun for everyone. Whether you are interested in getting in on all the "behind the scenes" activities or just like to see the smiles on little faces, it is a wonderful way to give something back to your community. We hope you will consider being with us and will mark **Saturday, December 1st** on your holiday calendar. Enclosed you will find an application for your review and consideration.

We look forward to hearing from you soon!

Happy Holidays from the 2018 Winter Festival Committee!

Volunteer Coordinator: Allison Behrman
Phone: (850) 891-3885
Cell: (850) 879-0110
E-Mail: Allison.Behrman@talgov.com
Web Address: www.talgov.com

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This year's event will be held on Saturday, December 1st from 3:00 p.m. until 10:00 p.m.

Thousands from our community came out and supported the Celebration of Lights in previous years and we expect our participation to grow this year. As the Festival has grown in both size and quality, the need for a large number of volunteers is essential.

Volunteers are needed to assist us in the following areas:

- A. **PARADE STAGING MARSHAL** - 4:30 p.m. until 8:00 p.m.
This involves placing parade entries in their correct position in the line-up; checking parade numbers; help maintain proper spacing between entries; removal of permits, etc.
- B. **PARADE ROUTE MARSHAL** - 6:30 p.m. until 9:00 p.m.
This involves crowd control, "Speed up/Slow down" signals, etc.
- D. **COSTUME CHARACTER** - 2:30 p.m. until 10:00 p.m.
These characters are to be animated in action and are in a non-speaking role while in costume. The characters will be on stage during the Lighting Ceremony with the mayor and special Winter Festival guests; involved in the Parade and Roving throughout the festival area during the evening.
NOTE: Costume Characters must be at least 5'7" tall. Anyone with vision problems, heat conditions, claustrophobia, allergies to wools, has problem standing for long periods of time, or tires quickly, should refrain from signing up for this position.
- E. **ELVES (guides for Costume Characters)** - 2:30 p.m. until 10:00 p.m.
You are the eyes - the heads on the costumes have limited vision. Additionally, you are the voice – Costume Characters are in non-speaking roles while in costume. You will alert the Costume Character of any potential hazards - i.e. flashbulbs, curbs, barricades and objects in the walk way, etc.

As you can see, there is something for everyone! We are hoping that you would be willing to dedicate a few hours of your valuable time as a volunteer for this exciting, wonderful holiday extravaganza. We will provide you with training and the necessary equipment for each assignment. Each volunteer must fill out the attached Volunteer Information Sheet to be eligible for participation. Once you have completed the Volunteer Information Form Sheet please submit to the Winter Festival Office at the address provided. You will receive via the mail or e-mail a confirmation of your request and directions of where to report and what to expect. We look forward to working with you.

Please indicate the position(s) in which you would like to participate as a Winter Festival volunteer. **Please indicate your first and second choices.** You must be 16 years or older to be a volunteer, and if you are under 18, you must have parental or guardian consent. Email: Allison.Behrman@talgov.com Mail: Tallahassee Parks, Recreation & Neighborhood Affairs, Attn: Winter Festival Volunteer, 912 Myers Park Drive Tallahassee, FL 32301.

CITY OF TALLAHASSEE

PARKS, RECREATION & NEIGHBORHOOD AFFAIRS DEPARTMENT

VOLUNTEER INFORMATION SHEET

VOLUNTEER POSITION REQUESTED: _____

VOLUNTEER GROUP (IF APPLICABLE): _____

NAME: _____ **DATE OF BIRTH** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE (H): _____ **(W):** _____ **(C):** _____

DRIVER'S LICENSE NUMBER: _____

STATE: _____ **EXPIRATION DATE:** _____ **T-Shirt Size** _____

Have you ever been convicted of a felony? ☐ YES ☐ NO

If yes, state the nature of offense: _____

Are you a U.S. citizen? ☐ YES ☐ NO

If you are not a U.S. citizen, do you possess official documentation that authorizes you to work in the U.S.? ☐ YES ☐ NO

It is agreed by the signature below that in the event my child or I is disabled, or incurs disease of a temporary or permanent nature while participating, to waive all claims or liabilities against the City of Tallahassee and the Parks, Recreation & Neighborhood Affairs Department and Staff. I certify and take full responsibility for the above information being correct to the best of my knowledge. Also by my signature below, I have read and agree to comply with the guidelines set forth.

By my signature below, I understand that the Tallahassee Parks, Recreation & Neighborhood Affairs Department may conduct any criminal background check they deem appropriate or mandated by law:

Signature

Date

Parent or Guardian Signature

Date

For Office Use Only:

Background Check Completed By: _____
Signature Date