



**Saturday, June 13, 2020 11:00AM-4:00PM**  
**Bowditch Athletic and Cultural Complex**  
**475 Union Avenue, Framingham**  
**[www.metrowestvisitors.org/MetroFest](http://www.metrowestvisitors.org/MetroFest)**

*To sign up or learn more, contact [metrofest@metrowestvisitors.org](mailto:metrofest@metrowestvisitors.org)*

### MetroFest:Volunteer Opportunities

*(Unless otherwise noted, all volunteer opportunities take place on Saturday, June 13th)*

#### **Friday Afternoon Set Up (3-6pm) June 12th**

- Mark spaces for exhibitors, food trucks and other activities, help hang signs and banners, insert parking directional signs in the neighborhood. Shift takes place Friday, June 12th from 3pm-6pm.
- Total needed: 6

#### **Pre-event Set up (8-11am)**

- Set up tents and chairs, stock band "green room" with refreshments, manage volunteer check-in, put sponsor signs on volunteer tent, shuttle busses and manage volunteer refreshments
- Total needed: 8

#### **Exhibitor /Food Truck Check-In (8-9:30am)**

- Identify arriving exhibitors/food trucks, direct them to a drop-off area, instruct them as to parking and set-up locations, monitor the track area for correct placements and set-ups (for example, each tent must have weights to hold them in place, people must be in their assigned spaces).
- Special feature: We assist exhibitors and sponsor with unloading and moving their boxes from the drop-off area to their assigned 10 x 10 space.
- Total needed: 10-18

#### **Food Trucks (11am-1:30pm or 1:30-4pm)**

- Manage lines at food trucks, crowd control, act as point person for food trucks, act as floater/runner for Food Truck captains
- Total needed: 4

#### **Shuttle Buses (10:30AM-1PM or 1PM-3:30PM)**

- Assist attendees at the Walnut Street entrance to Bowditch as they get off the shuttle buses. One person is needed at all times to monitor the fairgrounds-style lot at the north end of Bowditch Complex (which is permit-only parking)
- Total needed: 4 (2 each shift for a total of 4)

#### **Beer & Wine Tent (10:30am-1:30pm or 1-4pm)**

- Check Identification to ensure entrants are of legal drinking age, sell tickets, manage lines, check tickets to confirm that beer/wine tasting package has been purchased. Must be over 21 to work at or in Beer & Wine Tent. This assignment involves handling cash.

- Total needed: 8

#### **Floaters (12-4pm)**

- Act as point of contact for team leaders to assist as necessary. Involves answering questions and halting vehicle entrance at two main gates, security, crisis handling, etc. Must be willing to fill in for breaks for many of the jobs listed and Kids Town.
- Total needed: 8

#### **Kids Town (10 am – 4 pm)**

- Help manage kids using any of three bounce houses or the inflatable obstacle course, maintain waiting line if any
- Watch for safe behavior in the Touch-A-Truck area
- Total need: 8 per shift; 2 shifts

#### **Band roadies (10am-4pm)**

- Help band members unload and move their gear and instruments from the Walnut St. gate to the staging area (this position is on-call; band members will telephone to let us know when they are pulling up and need assistance)
- Total needed: 2 all day

#### **Greeters (11am-3:30pm)**

- Greet attendees at two pedestrian entrances, hand out maps and answer questions.
- Total needed: 4 per shift

#### **Post Event (4-7pm)**

- Take down tents, chairs, etc. Pick up signs at parking areas. Take down banners. Dispose of refreshments in the “green room” and at the volunteer tent.
- Total needed: 8