

We need your help!!

The Shawano Downtown Business Association is looking for volunteers to help make our events a success and bring many people to our beautiful area. We need teams of volunteers as described on the second page for the three upcoming summer events and for the Holiday Stroll and Santa Parade. These events are a great way to do some PR for your organization or business. We will feature your name on advertising and signage for the event as a volunteer group. We encourage you to wear clothing with logos or some identification for your group. Please sign up for the area that fits your group and please be responsible for having the needed amount of volunteers available on that day and time.

The SDBA and the Shawano BID thank you for considering this volunteer opportunity. If we have missed anyone you might think is interested in serving, please forward this info to them. If you have any questions, please contact Charlene at her office in City Hall, email at [chelms@shawanonet.net](mailto:chelms@shawanonet.net) or call 715-853-3775.

YES! Our group would like to volunteer for:

**Jumpin' June Jamboree, Sat. June 19, 2010**

Morning Set up \_\_\_\_\_  
Vendor Assistants \_\_\_\_\_  
Ticket Team \_\_\_\_\_  
Take Down Crew \_\_\_\_\_  
Org. or Business \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Oktoberfest, Sat. October 9, 2010**

Morning Set up \_\_\_\_\_  
Vendor Assistants \_\_\_\_\_  
Ticket Team \_\_\_\_\_  
Take Down Crew \_\_\_\_\_  
Org. or Business \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Family Fun Fest, Sat. August 7, 2010**

Morning Set up \_\_\_\_\_  
Vendor Assistants \_\_\_\_\_  
Ticket Team \_\_\_\_\_  
Take Down Crew \_\_\_\_\_  
Org. or Business \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Santa Parade & Holiday Stroll, Dec. 3 & 4**

Help with parade \_\_\_\_\_  
Help with stroll Friday \_\_\_\_\_  
Help with Stroll Sat. \_\_\_\_\_  
Org. or Business \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

Please email this info to Charlene, drop or mail to 127 S. Sawyer Street

## NEEDED VOLUNTEERS FOR SDBA EVENTS

Someone will be available to answer questions and give you further instructions when you arrive for your shift.

### Morning Set up Crew:

Arrive by 6:30 am; will be done no later than 9:00 am.

6 to 8 adults able bodied enough for lifting, moving equipment, canopy set up

Job description: put barricades where they need to be to block traffic; get all supplies from the storage area; carry tables and chairs out where they need to be; put table covers on if necessary; put up all SDBA canopy/tents (3 or 4) and attach sand bags for SDBA; bring garbage containers up from the basement of Angie's Main Café; put garbage bags in the containers and put garbage containers out along Main Street on the sidewalk on both sides of the 100 & 200 blocks of Main Street from Lizzie's Restaurant to the Crescent Pitcher Show.

### Vendor Assistants:

Arrive by 6:30 am; will be done when all vendors are in place (about 8 am);

2 volunteers will have a map of the vendor's spots and help them find them. Remind them their vehicles must be off Main Street by 8:00 am. Be sure to keep them away from the cars at the June car show.

### Ticket Team:

Arrive by 8:30 be done about 4:30; this can be two shifts of 5-6 people on each shift.

5 to 6 adults; will be handling money

Job Description: 2 workers will be in the info/ticket trailer donated by Cellcom; 2 workers will each have a table where they will sell tickets; one worker will be a 'runner' and take care of change if needed, collect tickets from booths if needed, take tickets where needed or other things that might need attention. This team will need a team leader. They will collect all money and tickets at the end of the day and take to the cashier at the Daily Grind.

### Take down Crew:

Arrive by 3:30 pm; will be done about 5:00 pm

6 to 8 adults able bodied enough for lifting, moving equipment, canopy take down

Job description: take all supplies back to the storage area; carry tables and chairs back where they came from; remove table covers if necessary; take down all SDBA canopy/tents (3 or 4) and sand bags for SDBA; tie up all garbage bags and take garbage to garbage area in back of Angie's; bring garbage containers back to the basement of Angie's Main Café; pick up any garbage on the street or sidewalk; check City containers for over flow and get rid of it or punch it down; take barricades down when all vendors have left and street is clean