

AFROFESTIVAL OTTAWA



Volunteer Application

Applicant Information

Full Name: _____ Date of birth: _____
First *Last*

Email: _____

Home Phone: _____ Cell Phone: _____

How do you prefer to be contacted?

Email Home Phone Cell Phone No Preference

Applicant resume

Please tell us a bit about yourself and why you want to volunteer at AFROFESTIVAL OTTAWA:

Applicant availabilities

Are you available for a **mandatory meeting** that will take place between September 1st and September 7th 2023? (Note: Location will be given upon approval of application) Yes No

Let us know your availabilities on the days of the festival (**Friday September 9th, 2023** and **Saturday September 10th, 2023**):

Friday all day 10AM - 12AM	Yes	No	Saturday all day 10AM - 12AM	Yes	No
Friday morning 10AM - 4PM	Yes	No	Saturday Morning 10AM - 4PM	Yes	No
Friday evening 4PM - 12AM	Yes	No	Saturday evening 4PM - 12AM	Yes	No

Are you available on **September 7th, 8th, 9th and 11th** from 9AM to 10PM, 2022 for for the festivities set up and tear down? Let us know your availabilities, dates and times:

Volunteer positions available

Please indicate your 1st, 2nd and 3rd choices for the areas you are interested in volunteering: (description of the position on the page bellow)

- Festival set-up and tear down
- General Floater
- VIP Floater
- Backstage Floater (Artist hospitality)
- Volunteer & Information Table
- Vendor Registration / African Village
- Afrofest Merchandise
- Children creative section
- Age verification
- Front of the house general admission and/or VIP (check in)
- Beach watcher
- Marshall
- Water Station
- Medical Aid (Valid First-Aid certificate)

Description of the positions:

- **Set up / Tear down** : The volunteers are going to help to put the festival site in place and to put everything back once the festival is done.
- **Floater** (general, VIP and backstage): The floaters work everywhere in the site. The main goal of the position is to answer the question of the audience inside the site, to make sure that the site is clean (by picking up garbage on the ground, for example), to pay attention to see if people have a wristband (if not transfer the problem to security), to pay attention if someone is intoxicated (if intoxicated, transfer the problem to security) or need any kind of help (if medical help is needed, refer the person to the medical tent), and to help the different sections. The floaters need to make sure to always be active and ask if help is needed when not busy. The floaters are also going to relieve the volunteers that need a break. For this reason, it is important for every floater to know the other positions.
- **Volunteer and information table**: The volunteers will direct the volunteers and the audience to the right entrance, if needed, and to answer to any questions the audience might have prior to their entry.
- **Vendors registration/ African Village**: In this position, you will be in charge to assign every vendor to their booth/tent. You will need to let the vendors know that their section needs to be cleaned in order to be able to have their security deposit back. After assigning every vendor with their tent, the volunteers are going to move position to front of the house or general volunteer.
- **Afrofest Merchandise**: In this position you will be in charge if selling all Africa Live Canada merch.
- **Children creative section**: In this position you will be in charge of making sure all children have fun in a safe way. You will also be able to do face painting.
- **Age verification**: The volunteers are going to give bracelets to the people that are 19 years old and plus.
- **Front of the house**: The front of the house is the place where the tickets are going to be scanned and the wristband are going to be given to the VIP audience. If anyone have a question or need further help, redirect them to the information table.
- **Beach watcher**: The volunteer will make sure that nobody goes in the water on the festival site.
- **Marshall**: The Marshall is going to be in charge of the traffic the goal is to control the flow of the traffic.
- **Water station**: The volunteers are going to sell water and non-alcoholic drinks.
- **Medical Aid**: In this position you will assist the medical staff in the medical tent for any medical issues. A Valid First-Aid certificate is mandatory for this position