



INTERNATIONAL DAY OF MUSIC 2023

Activity Station Volunteer – Outdoor

1pm – 5 pm

Activity: TBD

Description: TBD, activity specifics pending

Volunteer Duties: Volunteer will greet patrons, be available to answer questions, manage the line, wipe down shared materials, and assist the activity leaders as needed. Volunteers are encouraged to prompt patrons of all ages to try out the station.

Thank you for volunteering!



INTERNATIONAL DAY OF MUSIC 2023

Activity Station Volunteer – Indoor

1pm – 3 pm

Activity: TBD

Description: TBD, activity specifics pending

Volunteer Duties: Volunteer will greet patrons, be available to answer questions, manage the line, wipe down shared materials, and assist the activity leaders as needed. Volunteers are encouraged to prompt patrons of all ages to try out the station.

Thank you for volunteering!



INTERNATIONAL DAY OF MUSIC 2023

Volunteer Check-In Attendant

10:30 AM – 3:30 PM (2 volunteers)

3 PM – 8 PM (2 volunteers)

INDOOR POSITION

The Volunteer Check-in Attendant's report time is scheduled a half hour earlier than the volunteers so the Check-In Attendant can be trained in and ready to assist other volunteers as they arrive.

1. Complete Schedule – check in volunteers for their shift; please write the time of arrival by their name on the assigned shift, there will be copies for each attendant, please combine all times/check ins onto one COMPLETE SCHEDULE when there is time each shift to do so.
2. Have each volunteer sign a volunteer agreement and put all signed agreements in a folder at the check-in station.
3. Give each volunteer one Thank You voucher (good for 2 tickets) for a Summer at Orchestra Hall concert.
4. Distribute Sommerfest T-shirts to volunteers at check-in. All volunteers must wear the Summer at Orchestra Hall Shirt during their volunteer shift and must change out of that shirt when their shift has concluded. (We do not want patrons assuming they can ask them questions when they are not volunteering, also volunteers may not consume alcohol when wearing the Summer at Orchestra Hall shirt.)
5. Distribute supplies to various groups of volunteers for their assigned duties. Ex. Spray bottles, cleaning cloths and gloves to Info/Event Volunteers.
6. Be sure the water container remains full, please notify a Lead Vol. or Wanda when it is running low, so it may be filled before it becomes empty.
7. Be able to contact your Team Leader. Have your Team Leader show you how to use a hand-held radio to reach them for assistance. Volunteers are on a different Radio system than EMT and

other staff, so if emergency help is needed, contact Wanda or a Staff member immediately. Wanda will have a radio or her cell phone is 651-246-3856, if you need assistance. You may also ask the desk attendant for assistance.

8. Oversee the area and its contents. Explain where the ring corridor lockers are if volunteers need to secure valuables (no purses, cellphones, etc. should be left in the check-in area or the volunteer hospitality room) as well as restroom locations to change into t-shirt. The check-in area should never be left unattended. If you need a break, be sure another volunteer will stay while you are gone.
9. When the next shift of Volunteer Check-in assistants arrive, brief them of the process and any updates you have.

Thank you for volunteering!



INTERNATIONAL DAY OF MUSIC 2023

Information/Event Attendants

11:30 AM – 4:30 PM (14 volunteers)

4 PM – 8:30 PM (14 volunteers)

8 PM – 12 AM (16 volunteers)

OUTDOOR POSITION

1. Check in at the Marquette entrance and obtain your shirt, ticket, and meet your team lead.
2. Info/Event Attendants are responsible for interacting with and assisting patrons outside Orchestra Hall in Peavey Plaza, on the 11th Street and Marquette sides of the building and across 11th Street.
3. All outdoor volunteers should be interacting with patrons and refrain from using your phone.
4. Provide general information and directions to patrons regarding event locations, performers, food and beverage vendors, merchandise vendors, rest rooms etc. A handout will be available for you with the schedule of events for the International Day of Music.
5. Assist with the general cleanliness of the plaza – cleaning of tables, disposing of trash, picking up litter, etc. (Gloves, towels, brooms and table cleaner will be provided)
6. At end of last shift for the day, stack chairs, and assist with load out.
7. Ensure tables and chairs remain in place, move back to original locations if moved.
8. If asked, assist with bar lines – reminding patrons to have IDs available, rerouting patron traffic to bars with shorter wait times, etc.
9. Rotate in your area so no one volunteer stands in the sun for long periods of time.

10. Talk with your Lead and the volunteers near you if you need a bathroom or short break for water/food. This will ensure the area will be staffed while you are away.
11. Please wait for the next shift of volunteers to arrive before leaving their positions.
12. All volunteers should change out of their Sommerfest shirt when their shift is complete, this avoids patrons thinking you are on-duty and someone to assist them.
13. Volunteers may not consume alcohol while volunteering and must change out of the Sommerfest shirt before consuming alcohol after your volunteer shift is complete.

Thank you for volunteering!



INTERNATIONAL DAY OF MUSIC 2023

Event Set-up Attendants

9 AM – 12 PM

OUTDOOR POSITION

1. Set-up attendants could be asked to assist in set up of signage, placement, and cleanliness of furniture etc. inside or at any of the outdoor locations. Must be able to lift 20 lbs., stand or walk for long periods of time.
2. Set-up attendants will assist in directing guests prior to official opening to stay clear of trucks/equipment during load in for safety reasons.
3. Set-up attendants could be stationed at 11th Street and Marquette Avenue or 11th Street and Nicollet Avenue, greeting passersby and informing them of the upcoming event (Including instructing them on how to download the app for schedule information)
4. Set-up attendants maybe asked to assist with volunteer check-in and volunteer hospitality room set up.

Thank you for volunteering!



INTERNATIONAL DAY OF MUSIC 2023

Volunteer/Staff Hospitality Room Attendant

10:30 AM – 3:30 PM (2 volunteers)

3 PM – 8:30 PM (2 volunteers)

8 PM – 12 AM (2 volunteers)

INDOOR POSITION

1. Ensure water, food, etc. remains stocked (keeping equal quantities available for all shifts)
2. Take delivery of Jimmy John's items and put out on tables for consumption along with other food and beverage items.
3. Greet people who are entering the room letting them know they are in the Volunteer/Staff Hospitality Area and thank them for volunteering.
4. Assist with questions
5. Refill orange water coolers as needed
6. No personal items should be stored in the Volunteer/Staff Hospitality room, everyone should take items with them, or store them in a locker in the ring corridor.
7. Remain at your station until the next shift volunteers arrive. Pass on any helpful details or tips to the next volunteer.

Thank you for volunteering!