



HOME | HEALTH | HOPE



3 outrageous days of BBQ, fun and music!

Staff, Board Members, Family & Friends,

It is that time of the year to start recruiting volunteers for Northcenter Chamber of Commerce's Ribfest Chicago! Ribfest is one of Chicago's best street festivals providing music, beverages, and literally tons of ribs. The fest runs from **Friday, June 6th through Sunday, June 8th**. The Chamber generously donates grant money to Thresholds Supported Employment Program based on the amount of volunteers that complete a shift at the event. Please feel free to share this with your family and friends as all are welcome to participate.

#### **What can I volunteer to do at Ribfest?**

1. ID – help provide responsible entertainment by checking id's of those who partake in adult beverages.
2. Beverage – one of the most popular, you will take tickets in exchange for beer, wine, pop, and water. (This goes the quickest, sign up now!)
3. Gate – Great speakers are needed to help spread the word about the suggested donation as festival goers enter the grounds (donations provide funding for the grants)
4. Kids Square – Monitor lines for children's rides and activities. (Responsible young adults are also allowed to volunteer for this area)

#### **How do I get involved?**

1. Print out the attached form and fill in the CONTACT INFORMATION. Please write Thresholds as your organization.
2. Select a REQUESTED ASSIGNMENT (Gate, ID, Beverage, or Kids Square) and then pick which day & time (SHIFT INFORMATION) that works best for you.
  - a. Don't forget to select your t-shirt size.
  - b. This year we have 60 spots reserved for the Friday, 4-7:30 shift. First come first serve.
3. Sign and date
4. Photocopy a state ID or drivers license
5. Fax the application and ID to **(773) 537-3542, attn: Repsie Royster**

#### **What do you get?**

1. Your time helps Supported Employment continue to provide employment services!
2. Day of the event you receive a Ribfest T-shirt
3. After completion of your shift you receive food and beverage tickets
4. The week after Ribfest you are invited to a Volunteer Thank You Event which includes food and beverages.

Please contact Repsie Royster with any questions: [Repsie.Royster@thresholds.org](mailto:Repsie.Royster@thresholds.org)



# 2014 Grant Volunteer Registration



**All forms must be submitted by Friday, May 23, 2014**

**Festival Dates and Operating Hours: Friday, June 6, 5-10 PM; Saturday, June 7 and Sunday, June 8, Noon-10 PM**

**Festival Location: Lincoln/Irving Park/Damen**

**Festival Website: [www.Ribfest-Chicago.com](http://www.Ribfest-Chicago.com)**

**CONTACT INFORMATION** (Please type or print legibly)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Email Address \_\_\_\_\_ Are you over 21?  Yes  No

Organization/company affiliated with \_\_\_\_\_ Organization Name \_\_\_\_\_

I would like to work with (friend/relative/partner) \_\_\_\_\_

**PLEASE NOTE: Due to attempted theft at a previous festival event, Ribfest Chicago has been forced to implement an additional security measure. All volunteers must provide a photo copy of a valid ID with the Volunteer Registration form.**

**REQUESTED ASSIGNMENT**

Please indicate your 1st, 2nd and 3rd choice for the shift you wish to be assigned (see information to the right).

*We make every effort to accommodate your first choice on a first come, first served basis.*

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

I would like to volunteer for additional shifts.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Please indicate if you would like to volunteer for:

Pre/post event errands, pick-ups or deliveries (postering, banners, etc.)

Set-up, Friday, June 6, at 10 AM (barricades, fencing, signage, errands, etc.)

Clean-up, Sunday, June 8 at 10 PM (remove barricades, fencing, signage, close booths, etc.)

T-shirt size \_\_\_\_\_

Volunteers must wear Volunteer T's at the event.

A photo copy of my ID is attached to this form

Volunteers must check-in at the Northcenter Chamber Office located at 4054 N. Lincoln Ave. at least 15 minutes prior to the start of the shift.

**SHIFT INFORMATION**

See reverse side for duties of each area.

**Friday, June 6**

- GATE** (1) 4-7:30 PM (2) 7-10 PM
- ID LINE** (3) 4-7 PM (4) 6:45-9:45 PM
- BEVERAGE** (5) 4:30-7:30 PM (6) 7:15-10:15 PM

**Saturday, June 7**

- GATE** (7) 11 AM-3 PM (8) 2:30-6:30 PM (9) 6-10 PM
- ID LINE** (10) 11:30 AM-3:15 PM (11) 3-6:45 PM (12) 6:30-9:45 PM
- BEVERAGE** (13) 11 AM-3:00 PM (14) 2:45-6:45 PM (15) 6:30 PM-CL
- KIDS SQUARE** (16) 11:00 AM-2:30 PM (17) 2:15-5:45 PM (18) 5:00-8:30 PM

**Sunday, June 8**

- GATE** (19) 11 AM-3 PM (20) 2:30-6:30 PM (21) 6-10 PM
- ID LINE** (22) 11:30 AM-3:15 PM (23) 3-6:45 PM (24) 6:30-9:45 PM
- BEVERAGE** (25) 11 AM-3:00 PM (26) 2:45-6:45 PM (27) 6:30 PM-CL
- KIDS SQUARE** (28) 11:00 AM-2:30 PM (29) 2:15-5:45 PM (30) 5:00-8:30 PM

For the safety, security and benefit of our participants and guests, volunteers must abide by the rules and guidelines on the reverse side. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DATE

HOSTED BY



PRODUCED BY



# 2014 Ribfest Chicago Volunteer Registration

## VOLUNTEER RULES AND GUIDELINES

Submit by Friday, May 23

### GENERAL

- All Ribfest participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at the Chamber's discretion.
- Due to attempted theft at a previous festival, Ribfest Chicago has been forced to implement an additional security measure. **All volunteers must provide a photo copy of a valid ID** with the Volunteer Registration form.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Ribfest Chicago, the Northcenter Chamber of Commerce and/or Big Buzz Idea Group.

### REQUIRED TRAINING

- **All** Ribfest volunteers will be required to attend a short volunteer **training session** prior to the event. Volunteers who attend the training sessions will be given first priority in scheduling. Training Sessions will be held:  
**Wednesday, May 28, 4 PM and 6:30 PM**  
**John C. Coonley School, 4046 N. Leavitt St.**  
**Tuesday, June 3, 6 PM**  
**St. Benedict School, Beaven Hall**  
**2215 W. Irving Park Rd.**

### ON-SITE REQUIREMENTS

- Volunteers must check-in at the Northcenter Chamber office located at 4054 N. Lincoln Ave. for their assignment when they arrive at the festival. T-shirts will be presented by the Northcenter Chamber for the volunteers at the Volunteer sign-in at the start of each shift. Volunteers will be issued one t-shirt. There are no on-site changing facilities. For festival security, the NCC restroom will NOT be available to volunteers.
- Volunteers in the Beer Tents must be 21 or older.  
**NO exceptions!**
- Upon completion of each shift, volunteers must **sign-out** at the Chamber office. Food and beverage tickets will be presented to each volunteer at the **sign-out** of each shift.
- Volunteers are asked to arrive for their shift 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition. Volunteers for the first shifts on Saturday and Sunday are not required to arrive earlier than 11 AM.

- Volunteers **will not** be allowed to drink alcoholic beverages while on duty.
- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

### SHIFT DUTIES

- GATE: accept entrance donations, hand out schedule, hand stamps
- ID LINE: wristbands for persons 21 and over
- BEVERAGE: pour and hand out beverages, accept tickets for beverages
- KIDS SQUARE: collect donations, hand out wristbands and goodie bags, assist with inflatables

### LIABILITY LIMITATIONS

- NCC, BBIG, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.

### SUBMIT YOUR VOLUNTEER REGISTRATION FORM TO

Big Buzz Idea Group

Via email: [Craig@BigBuzzIdeaGroup.com](mailto:Craig@BigBuzzIdeaGroup.com)

Via fax: (847) 679-6291

Via mail: Big Buzz Idea Group  
3332 W. Foster Ave., #121  
Chicago, IL 60625

Please contact Craig Lagowski at (847) 677-8273 with any questions regarding volunteering or Ribfest Chicago.

***Thank you for volunteering. We couldn't do it without you.***

### WE APPRECIATE OUR VOLUNTEERS!

A post-event party will be held on Tuesday, June 24, 2014, 6-8 PM, to honor our volunteers. Be sure to include your email address on the application to receive your invitation and additional information about the post-event party.