

KRASL art fair ON THE BLUFF

2021 Volunteer Guidelines

Thank you for volunteering! **YOU** make the Krasl Art Fair a success! Year after year when we do artist surveys "The Incredible Volunteers" is ALWAYS the #1 thing the artists rank about the art fair. So, you are part of quite an incredible team. Following is a "cheat sheet" of information which might be useful to you or a guest art fair weekend. Don't hesitate to contact me with any additional questions.

-- Teri

Important Phone Numbers:

Teri Gersonde, Volunteer Coordinator	269.470.6298
Krasl Art Center	269.983.0271
Claudia Meyer Maaseidvaag, Art Fair Manager	269.921.3501
My Art Fair Coordinator	

Overall Volunteer Guidelines:

- **In case of theft or a major medical emergency, have the person that is most familiar with the issue contact #911. Then, call the KAC front desk at 269.983.0271.**
- If you will be late or cannot fulfill your volunteer role, please call **Teri Gersonde at 269.470.6298** as soon as possible.
- It is advised to have a cell phone with you and leave your number with the Art Fair Coordinator assigned to you. This is not necessary, but advised.
- If you are in need of any special assistance during your volunteer experience, please call either your Art Fair Coordinator or Teri Gersonde at 269.470.6298 or ask any KAC Staff member.
- Give yourself extra time to park and walk to KAC. Volunteers are encouraged to park in the city parking lots or on the street during this year's event. A map designating areas available for public parking is available ([here](#)). If you ride a bike, bike racks are available on KAC grounds.

Volunteer Check-In and Working at the Art Fair:

- Please plan to **arrive 15 minutes before your shift**. Once arriving on KAC grounds, go to the Volunteer Registration table to check-in. Volunteer Registration is located at the center of the Oval Lawn next to Lake Blvd.
- Volunteers must sign KAC's Volunteer Policies & Safety Information Sign In Form at check-in. Student volunteer forms with Parent/Guardian signatures can be turned in at this time.

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- Your Art Fair Coordinator's name will be given to you at check-in or you should have received that person's name during training. Your volunteer role will be checked and any additional information and your location will be given. More information may be provided at your location. Please make sure you are clear about your volunteer role.
- If you have any questions about your volunteer role or shift, please ask at Volunteer Registration, your Art Fair Coordinator or any KAC Staff member.
- As volunteers replace each other for the next shift, please exchange any new information about the role and any updates volunteers need to know for the day.
- Please check-out when your shift is over with the Art Fair Coordinator present at your location. Please make sure the volunteer taking your place has arrived prior to leaving. Please contact the Volunteer Coordinator or any KAC staff if your replacement has not arrived for their shift.
- You must wear your **Art Fair Volunteer t-shirt** whenever you are volunteering. You are an ambassador of the Krasl Art Center and a representative of our community to all who visit the art fair, please act responsible and accordingly. In this regard, there is no drinking of alcoholic beverages or illegal drugs while you are volunteering. We also welcome anyone to attend and volunteer at KAC, regardless of age, race or lifestyle.
- Art Fair Volunteer t-shirts are the same as the previous year. We encourage returning volunteers to reuse their shirts for this year.
- Please be prepared for all weather. Sunscreen, hats, or rain ponchos may be needed. **Have water with you at all times.** Bring a water bottle to refill at Volunteer Registration or water is available for purchase at Merchandise & Water Booths at the fair. Walking shoes and sunscreen are advised.
- Food will not be served onsite at Krasl Art Center this year. Please pack a lunch or snack, a beverage, a cooler and keep this with you. Storage is not available. Please keep our event clean. If you see trash, please pick it up and put it in the trash/recycle receptacle. Krasl Art Fair is a GREEN event and we **RECYCLE**.
- Pets are NOT permitted in Lake Bluff park during the Art Fair. Give the pet owner the colored slip that states the city ordinance. Do not force compliance, but only inform and give the colored slip to substantiate the city ordinance.
- Please check the weather prior to your arrival. The Krasl Art Fair on the Bluff is a "Rain or Shine" event. Notifications will be posted on the Art Fair Volunteer Page [here](#) and on krasl.org regarding cancellations due to weather or emergencies.

Volunteer Amenities:

- New volunteers will receive a free Art Fair Volunteer t-shirt at check-in at the Volunteer Registration table.
- Each volunteer will receive one bottled water at check-in at the Volunteer Registration table. We strongly encourage you to bring a reusable water bottle that can be refilled at Volunteer Registration.

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- Outdoor areas to lounge and relax will be available by the Volunteer Hospitality Tent next to the Yellow House on KAC grounds.
- Additional restrooms are located on each level of KAC for your use.

Thank You for Volunteering! We appreciate your help!