

## **TRICK OR TREAT SO OTHERS CAN EAT – VOLUNTEER DESCRIPTIONS**

Saturday, October 29, 2016

ALL VOLUNTEERS MEET IN HERITAGE PLAZA VOLUNTEER TABLE at 1:30PM to receive job descriptions

Street closure 1-6pm (Elm to Third Street on Main)

Event Time 3-6pm

Trick or Treat & Kids Events 3PM-5PM - Elm to Third on Main St.

Event Sites: TBD (kids dance party), United Way (haunted house),  
and Opera House (Trevor magic show)

Costume Contest 5PM-6PM in Heritage Plaza – Second & Main St.

### 1. EVENT SUPPORT (6 Volunteers Total -2 shifts of 3 volunteers)

SHIFT 1 (three volunteers)– 1:45PM-4:15PM – starting shift

SHIFT 2 (three volunteers)– 4PM-6:30PM – closing shift

- Clean up during the event – ensuring trash is not overflowing, trash is not collecting in gutters.
- Answer event questions and act as runners between event sites per direction of event leads as needed.

### STREET CLOSURE MONITORS -

Direct traffic and protect pedestrians inside event barriers and leaving event. Small children with parents will especially need supervision and direction nearing traffic barriers. Trash and recycle bins will need to be removed and no trace of event trash left behind.

### 2. STREET CLOSURE (Elm & Main Street) 1PM-6PM

SHIFT 1 (three volunteers)– 1:45PM-4:15PM – starting shift

SHIFT 2 (three volunteers)– 4PM-6:30PM

EACH SHIFT:

- TWO VOLUNTEERS behind the barriers, one on each corner to ensure cars do not cross closure/barrier into event area.
- Direct pedestrian traffic to ensure children are accompanied by parents before leaving event barriers into oncoming traffic.
- SET UP – set up signage and assist with barrier set up if needed.
- BREAK DOWN – return signage and take down of barriers if needed. Clean up area, leaving no trace of trash on street and in gutters. Overflowing trash cans and recycle bins will need to have bags removed.

### 3. STREET CLOSURE (1st & Main Street) 1PM-6PM

SHIFT 1 (three volunteers)– 1:45PM-4:15PM – starting shift

SHIFT 2 (three volunteers)– 4PM-6:30PM – closing shift

EACH SHIFT:

- TWO VOLUNTEERS behind the barriers, one on each corner to ensure cars do not cross closure/barrier. Barricades are not moved.
- Direct traffic to ensure children and parents do not cross the barrier into oncoming traffic.
- SET UP – set up signage and assist with barrier set up if needed.
- BREAK DOWN – return signage and take down of barriers if needed. Clean up area, leaving no trace of trash on street and in gutters. Overflowing trash cans and recycle bins will need to have bags removed.

### 4. STREET CLOSURE (2nd & Main Street) 1PM-6PM

SHIFT 1 (three volunteers)– 1:45PM-4:15PM – starting shift

SHIFT 2 (three volunteers)– 4PM-6:30PM – closing shift

EACH SHIFT:

- TWO VOLUNTEERS behind the barriers, one on each corner to ensure cars do not cross closure/barrier. Barricades are not moved.
- Direct traffic to ensure children and parents do not cross the barrier into oncoming traffic.
- SET UP – set up signage and assist with barrier set up if needed.
- BREAK DOWN – return signage and take down of barriers if needed. Clean up area, leaving no trace of trash on street and in gutters. Overflowing trash cans and recycle bins will need to have bags removed.

5. STREET CLOSURE (3<sup>rd</sup> & Main Street) 1PM-6PM

SHIFT 1 (three volunteers)– 1:45PM-4:15PM – starting shift

SHIFT 2 (three volunteers)– 4PM-6:30PM – closing shift

EACH SHIFT:

- TWO VOLUNTEERS behind the barriers, one on each corner to ensure cars do not cross closure/barrier. Barricades are not moved.
- Direct traffic to ensure children and parents do not cross the barrier into oncoming traffic.
- SET UP – set up signage and assist with barrier set up if needed.
- BREAK DOWN – return signage and take down of barriers if needed. Clean up area, leaving no trace of trash on street and in gutters. Overflowing trash cans and recycle bins will need to have bags removed.

6. STREET CLOSURE (College & Main Street) 1PM-6PM

SHIFT 1 (three volunteers)– 1:45PM-4:15PM – starting shift

SHIFT 2 (three volunteers)– 4PM-6:30PM – closing shift

EACH SHIFT:

- TWO VOLUNTEERS behind the barriers, one on each corner to ensure cars do not cross closure/barrier. Barricades are not moved.
- Direct traffic to ensure children and parents do not cross the barrier into oncoming traffic.
- SET UP – set up signage and assist with barrier set up if needed.
- BREAK DOWN – return signage and take down of barriers if needed. Clean up area, leaving no trace of trash on street and in gutters. Overflowing trash cans and recycle bins will need to have bags removed.

7. KID EVENT LOCATIONS (Three Locations – 15 Volunteers Total per shift) – Dance Party, Magic Show, & Haunted House

SHIFT 1 (five volunteers/location) – 2PM-4:30PM – starting shift

SHIFT 2 (five volunteers/location) – 4:15PM-6:45PM – closing shift

- BREAK DOWN – return signage and take down of barriers if needed. Clean up area, leaving no trace of trash on street and in gutters. Overflowing trash cans and recycle bins will need to have bags removed.

8. HERITAGE PLAZA – COSTUME CONTEST (4 Volunteers Total)

SHIFT (four volunteers) – 4PM- 6:30PM

- Crowd control, assist with flow of costume contest contestants and parents.
- BREAK DOWN – return signage and take down of barriers if needed. Clean up area, leaving no trace of trash on street and in gutters. Overflowing trash cans and recycle bins will need to have bags removed.

End of 5pm at locations move to heritage & trash patrol

Separate group = clean up and lead rest of volunteers ending at 5pm