

## Volunteers information & Responsibilities:

There are many areas throughout the fair where volunteers are needed. Here is a brief description of the areas:

**Gates:** We have 5 gates/entrances throughout the fairgrounds. We have ticket sellers and ticket takers at each gate. The ticket sellers must be able to handle and be accountable for money. Ticket sellers be at least 18 years of age. Ticket takers are responsible for taking tickets, watching for people going through the gates, etc. Ticket sellers must be at least 14 years of age.

**Beer Tickets:** Beer ticket sellers must be able to handle and be accountable for money. Must be 18 years of age to sell beer tickets.

**Beer Wristbanders:** Are responsible for checking IDs for fair patrons who want to purchase and consume beer. Must be 18 years of age to wristband.

**Ballroom Information Booth:** Located right outside the Grand Ballroom, the information booth sells raffle tickets and gives out general information to fairgoers.

Complete instructions will be given before each shift.

Please make note of the following items when scheduling:

- Please make sure there is only 1 person's name in each space—not multiple names. Only put names in squares that are white, not shaded. No one is needed in the shaded areas.
- Please keep in mind when scheduling any positions that have "Seller" above it, the person must be accountable for their money. Please only schedule people who are willing to handle money in these spaces.
- All workers need to report ½ hour before their shift is to begin.
- All workers need to check in at the Main Ballroom/Exhibit Building in the coat room across from the main office (behind the blue curtains). If no one is in the coat room when you arrive, please have a seat and someone will be with you shortly.
- Please let all workers know that the ending times are approximate. Also, depending on scheduling, we may change the position where you are working. We have lots of people and gates that we take care of and your patience in these switches and ending times is much appreciated.
- If you are scheduled to work and are not able to, please try to find your own replacement. If not, please tell your volunteer supervisor or call the fair office at 563-588-1406 as soon as you know you are not able to work.

If you have any questions or concerns, please contact the fair office at 563-588-1406.