

Volunteer Fact Sheet

2017 LeMoyne Chain of Parks Art Festival

Schedule of Events

Saturday, April 15

Set Up Hours	7:00 am – 10:00 am
BTS Refreshments	8:30 am – 7:00 pm (located in Behind The Scenes Hospitality area)
Open to Public	10:00 am – 7:00 pm
Aloft Beverage Tent	10:00 am – 7:00 pm
VIP/Sponsors only	10:00 am – 7:00 pm (located in Lewis Park)
Breakdown	7:00 pm – 7:30 pm
Security Provided	Overnight by Tallahassee Police Department

Sunday, April 16

BTS Refreshments	8:30 am – 5:00 pm (located in Behind The Scenes Hospitality area)
Open to Public	10:00 am – 5:00 pm
Aloft Beverage Tent	10:00 am – 5:00 pm
VIP/Sponsors only	10:00 am – 5:00 pm (located in Lewis Park)
Breakdown	5:00 pm – 7:00 pm
Streets Reopened	7:00 pm

Contact Information LeMoyne Center for the Visual Arts (850) 222-8800
Volunteer Information: Vanessa Rowse (850) 694-2098
Get the festival app; “LeMoyne Arts,” for festival information and updates in real time

Volunteer Instructions

Please plan to check in 5-10 minutes before your shift. Wear comfortable clothing suitable for a day in the park. You will be supplied with a badge and safety vest (if assignment requires one). Please review the map to become familiar with park names, locations of events and services.

Volunteer Check-in Location:

- Thursday & Friday (and weekend shifts physically located at LeMoyne): LeMoyne, 125 N. Gadsden Street
- Saturday & Sunday: Behind the Scenes area at Chamber of Commerce building, 300 E. Park Ave. (corner of Park & Calhoun)

Hospitality Volunteers – Your role during the festival is to assist artists when needed. Please seek out any posted “HELP” signs on artists’ tents and watch for artists signaling for help. If possible, we would like to text you when an artist needs help, so please bring a charged cell phone if you can.

General Event Facts

Staffed Tents Located in the Parks

- Souvenir Tent: in Lewis Park – sells posters, new and vintage t-shirts. Also has first aid kit, lost & found.
- LeMoyne Tent: located next to Souvenir tent – will have membership & summer camp information
- Aloft WXYZ Tent: Adult beverage sales, Calhoun Street Center Court
- VIP/Sponsor Tent: in Lewis Park – host to various sponsors and local VIPs, requires a VIP badge to participate.

Items of Note

- Our Cover Artists, Debo Groover and Tina Torrance, are located in booth 166.
- Sponsor parking is St. Johns lot across the street from LeMoyne.
- NO PARKING is allowed in the closed event streets on Saturday or Sunday.
- Entertainers report to the Stage check-in, Calhoun next to stage. Police will allow driving to stage area for performers only.
- Handicap parking is located behind the stage area on Calhoun Street as well as specially marked meter spaces on Call Street. Police will allow vehicles with Handicap Parking placards to access these areas for parking.