



**Chain of Parks**  
**ART FESTIVAL**

# Volunteer Logistics

## **Setup:**

**Tuesday, April 22 from 1:30-4pm**

**Friday, April 25: 8:30pm - 6pm**

## **Festival Weekend:**

**April 26 & 27**

**Saturday: 10am-5pm**

**Sunday: 10am-4pm**



**Please call/text this number (448) 500-1498 if you are running late or need help**

- All Volunteers Check-in HERE**  
**10 minutes before your shift starts**

133 132 131 130 129 128 127 126 125 124 123 122 121 120 119 118 117 116



Park Avenue

### Children's Park

 Jacques  
Le Moyne

Park Avenue

***Stay flexible – if your assigned task isn't needed, our volunteer coordinators may ask for your help with a more urgent need.***

**Remember, you are representing the Festival; please be kind and courteous to everyone. Reach out if you need help!**



## THANK YOU FOR VOLUNTEERING



# Volunteer Guide: *Tuesday, April 22*

## ***Help Us Prepare for Festival Weekend!***

**When:** Start at 1:30pm (After a full committee meeting, ending at 1:30pm), we'll begin our setup process for the Festival.

**Where:** Come to our new education center (131 N Gadsden St, Tallahassee, FL 32301) to get your assignment.

**Parking:** Street parking, or, you can park in our lot next to or behind our new Education Center. See map.

### **Volunteer tasks will include:**

- Bringing supplies down from the attic and moving to our Studio's building.
- Stuffing artist welcome bags & preparing name badges.
- Hang signs, move tables, label items, etc.
- Other hands-on, detailed prep tasks.
- This shift is ideal for volunteers who are comfortable with light lifting, going up and down stairs, and helping with tedious or repetitive tasks.

**Dress Code:** Work clothes that you're comfortable moving around in

***We appreciate your help getting everything ready for a great weekend!***





# Volunteer Guide: Friday Morning, April 25

## Artist Check-in Volunteers Only

### Morning Artist Check-in at LeMoyne: 9am – 12pm

- Please arrive 10 minutes early to get settled in and oriented by our Artist Relations Manager, Sheri Sanderson.

**Where:** Come to our new education center (131 N Gadsden St, Tallahassee, FL 32301).

**Parking:** Parking is available across from LeMoyne in St. John's parking lot along Gadsden Street.

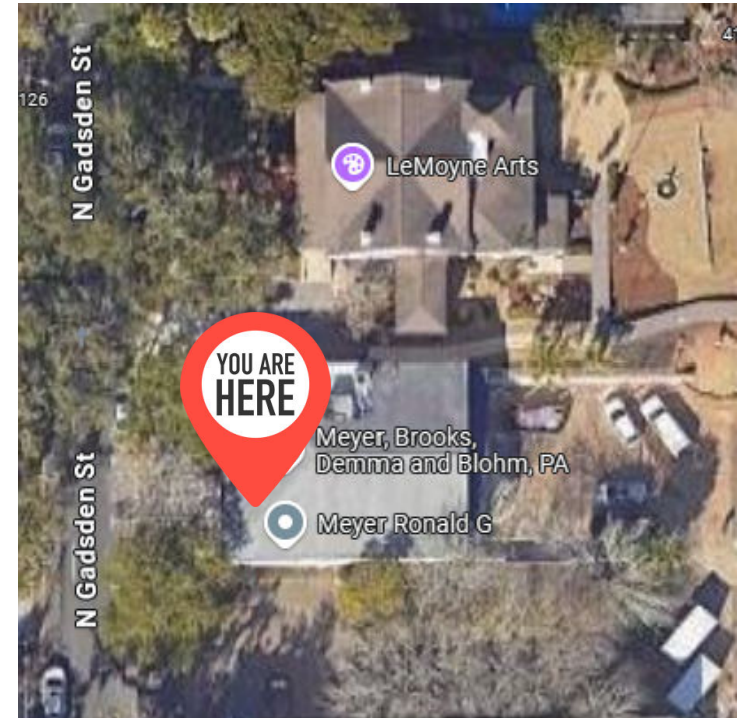
### Description:

Volunteers in this position will support our Artist Relations Manager by checking in the participating artists at LeMoyne Arts on Friday, leading up to the Festival. This role is ideal for friendly volunteers who are good communicators. It does not require a lot of physical activity and is indoors.

### Key Responsibilities:

- Greet and check in the participating artists at LeMoyne Arts
- Answer general questions about the festival
- Have artists fill out surveys & sign forms
- Provide artists with their welcome packet
- Provide event instructions and reminders of loading/unloading rules
- Offer parking instructions

**Volunteer T-shirts will be available at the Behind The Scenes area (under the Chamber's carport) starting at 10am. You are welcome to wear whatever you want for this shift.**





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# **Weekend Volunteer Parking Options**

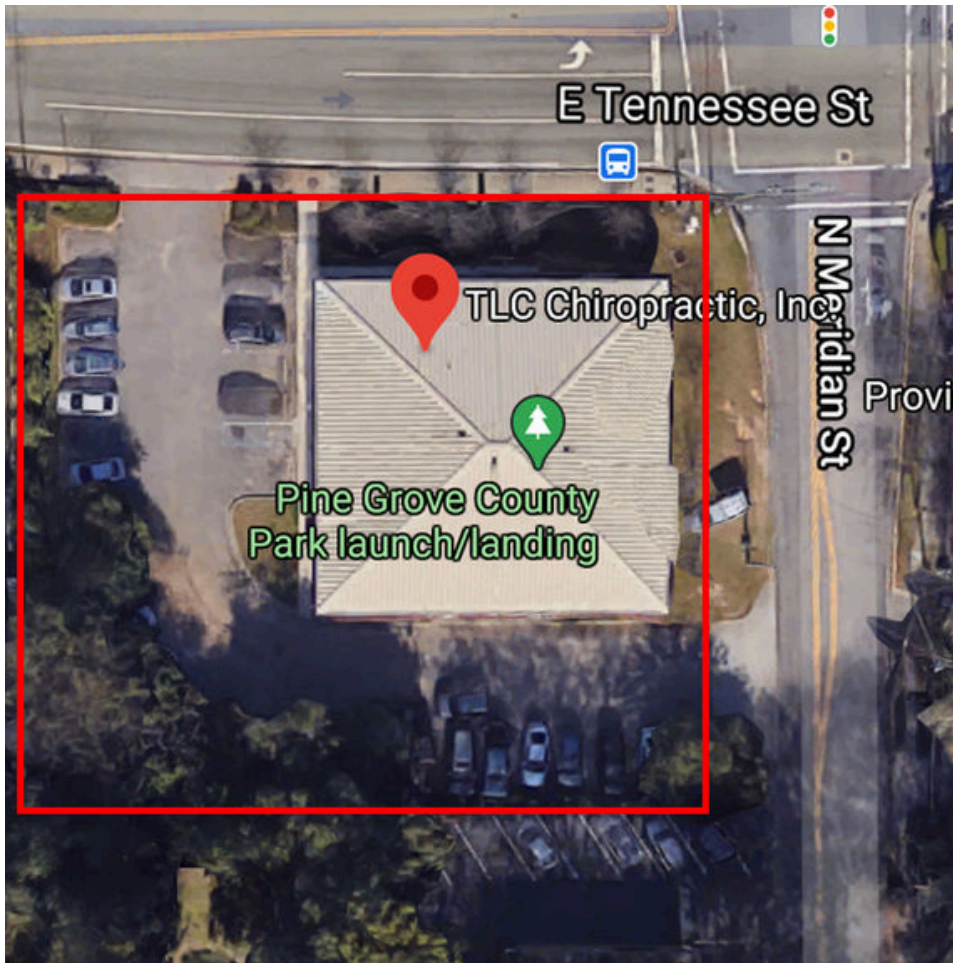
**Friday Volunteer Parking = Parking is  
available across from LeMoyne in St. John's  
parking lot along Gadsden Street.**

## VOLUNTEER PARKING OPTIONS:

Though we are unable to guarantee a parking spot during the Festival weekend, Festival vendors and Volunteers are able to park in these locations. Be prepared to come early to make sure you can find a spot. We recommend carpooling. Remember, meters are free on the weekend!

Make sure you have your parking pass in your front dashboard.

TLC Chiropractic - 487 E. Tennessee St:  
(40+ spaces, entry from Tennessee St. or  
N. Meridian. GREAT parking)



Florida Trucking office  
5 straight spaces, at corner of College and S.  
Gadsden St. Do not use the diagonal spaces



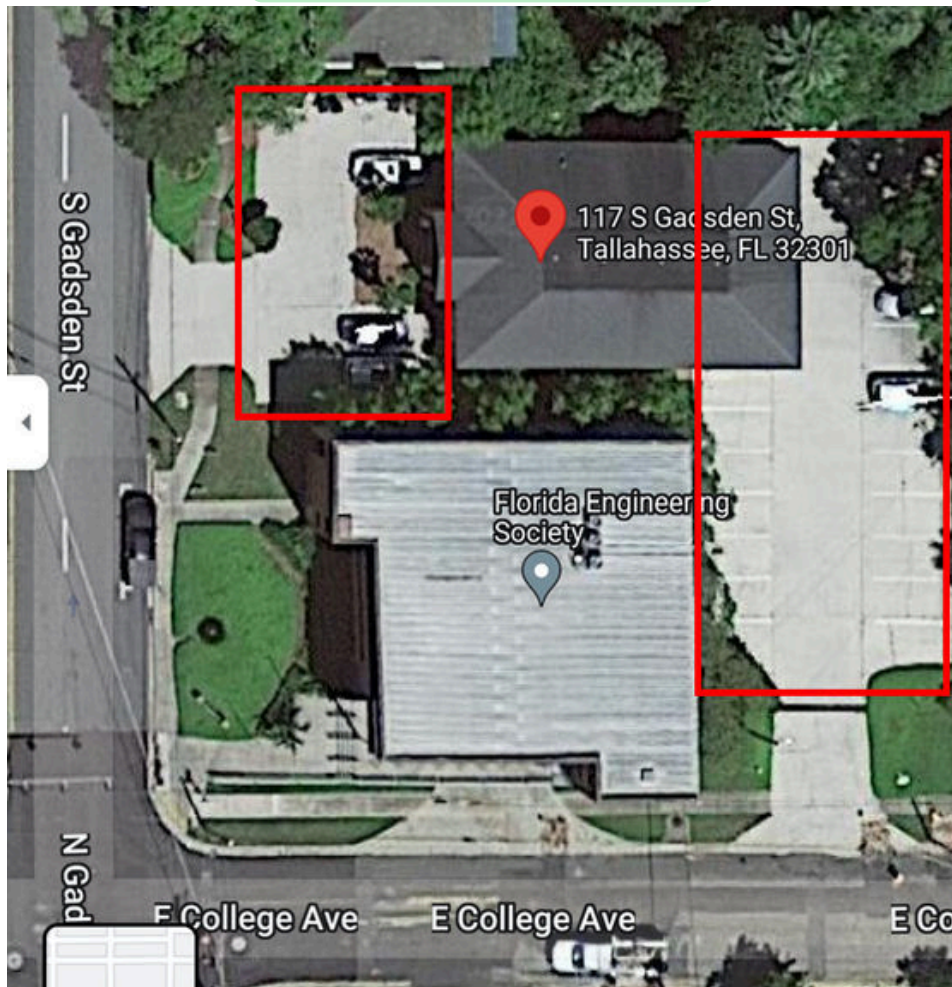


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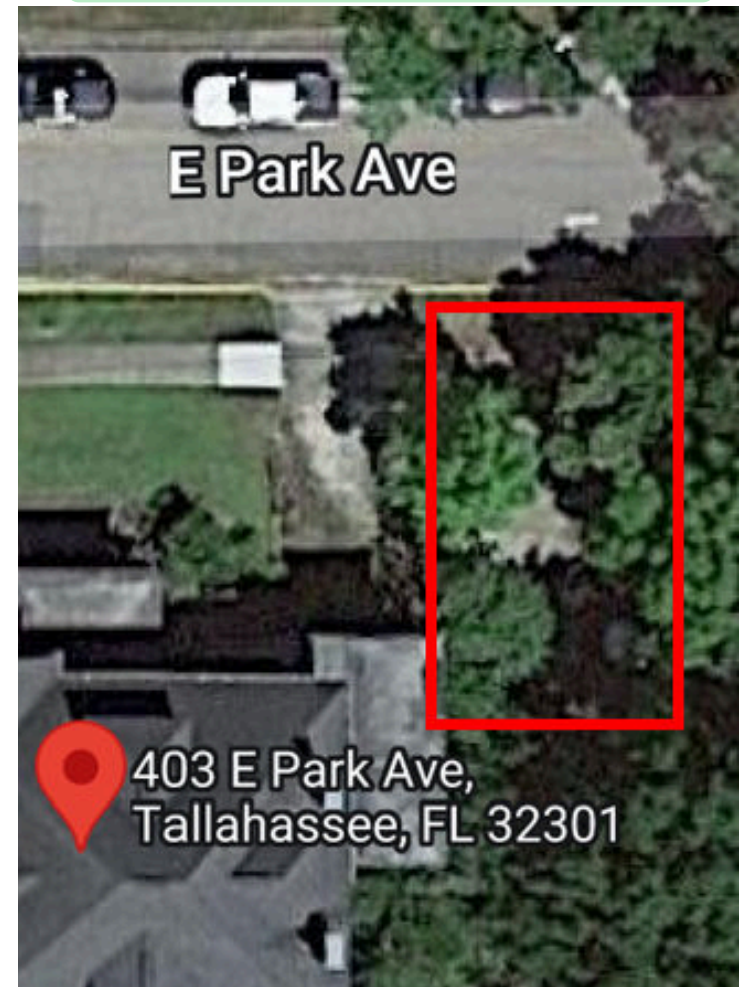
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**Salter Mitchell PR:**  
Front and back parking lots



**Friedman, Abrahamsen & Cruz:**  
at Park St. entrance (not Gadsden)  
leave one spot open on Park Ave. side



# VOLUNTEER PARKING OPTIONS:

## Public Parking & Shuttle Info:



### Chain of Parks ART FESTIVAL

#### **ON-STREET METERED PARKING**

Free on weekends and after 6 p.m. on weekdays.

#### **PARKING GARAGES**

KLEMAN - \$5 Event Fee

EASTSIDE - \$5 Event Fee

CASCADES - 0-2hr - \$2

Each add'l hour - \$1

Overnight - \$25

#### **FREE SHUTTLE**

The City of Tallahassee's free shuttle service runs continuously throughout the festival from the Kleman Plaza and Eastside parking garages.

The shuttle from Kleman Plaza drops off and picks up riders near Monroe St. and E. Park Ave.

The shuttle from the Eastside garage drops off and picks up riders near Calhoun St. and E. Park Ave.

#### **HANDICAPPED PARKING**

Limited handicapped parking spaces are available on South Gadsden St., indicated by specially bagged meters.



Questions? Call 850-891-2607

Talgov.com

