

Lake Eden Arts Festival 2008 Volunteer Information!

377 Lake Eden Rd, Black Mountain, NC 28711 • 828/68-MUSIC (686-8742) • volunteers@theleaf.com www.theLEAF.com

Deadlines: May Fest **April 1st** Oct Fest **September 1st**

PLEASE KEEP THIS SHEET FOR YOUR REFERENCE

Volunteers help create LEAF! Volunteers work scheduled job shifts in exchange for a weekend pass. Tent Camping is included. LEAF is a lot of fun AND remember, you are committing to being at LEAF and working your assigned duties and hours.

Please take pride in your part by reading all the information.

→ **YOUR APPLICATION:** Application deadline for May (April 1st) and Oct (Sept 1st). All fees & materials must be with application to be accepted.

→ **CONFIRMATION:** Your confirmation will be emailed. All volunteers will be accepted if they are 21 years of age or older. Applications will only be denied if they have previously not met LEAF requirements for any reason. If you have not heard from us by May 1st or Oct 1st please email volunteers@theleaf.com. Make sure your email accepts email from volunteers@theLEAF.com and info@theleaf.com & does not see it as spam. If you see your application fee was cashed that also tells you that you are accepted-yea!

→ **UNDER 21?:** Under 21 volunteers are taken on a case by case basis (no guarantees) with a letter of recommendation from either a guardian, teacher, employer, or youth leader.

→ **FEES & DEPOSITS:** There is a \$10 non-refundable application fee per festival. A deposit fee is also required, which is your ticket price plus a no-show penalty. (*DO NOT combine application fee & deposit check*). Deposit check is held until your volunteer shifts are completed. If you don't complete ALL of your scheduled volunteer hours, your deposit check will be cashed. Deposit check cannot be a money order. If you don't have a checking account, use a friend's & put your name on the check. Turn in your signed volunteer card once you have completed your shifts. If you do not drop off your card, at the Volunteer tent, before you leave the festival, you must send us your signed work card in the mail within one week. All DEPOSIT CHECKS will be torn up after we receive your signed card.

→ **VOL CHECK-IN TIMES:** Thurs: 4-10pm, Fri: 9am-10pm. Volunteers check-in at Main Gate! (Gate #2)
Attention: All volunteers must check in by noon on Saturday. Upon arrival, 1ST stop at main gate & check-in (during check-in times please) for ticket, work assignments, & parking pass. Please be ON-TIME!
Volunteers must vacate the festival Sunday 7pm unless scheduled for cleanup shifts.

→ **WORKING at LEAF:** You are given a choice of job areas. Job assignments are filled on a 1st come basis. Volunteers chosen to do pre-festival jobs (Mon-Thur) will be contacted by phone. Please, No children while working any of pre-festival or festival shifts. WE DO NOT GUARANTEE specific jobs. We try our best to get you in the area and at the times you prefer, but be prepared for anything!!
NO DOGS allowed before, during or after LEAF. NO EXCEPTIONS.

→ **SHIFTS:** You can work one 8-hr shift or two 4-hr shifts ONLY. Please specify on application. Shifts are based on festival needs, available shifts, when application arrives, your noted arrival time, and your preference. Please let us know ASAP if your arrival time is changing. ALL volunteers must complete a total of 8 hours. **PLEASE Do NOT contact the office for your shifts.** Changes are made often. You'll receive your work shift upon arrival to LEAF. We do our best to meet your requests.

→ **ACCOMMODATIONS:** Tent camping ONLY is included in your weekend ticket. Tent campers park offsite at designated lots with shuttles or within walking. Pack easy to shuttle in to campsite. Vehicle Camping is permitted in designated areas and is not included in your ticket but may be purchased before hand though the office or on the application. **No Dogs are allowed at LEAF.**
NO CAMPING BEFORE 3pm ON THURSDAY this includes SETTING UP CAMP.

→ **CANCELLATIONS:** LEAF relies on dependable volunteers to help smoothly run LEAF. If you cannot volunteer, notify us via phone by May 1st (Oct 1st)- we will tear up your deposit check & fill your shifts. After May 1st (Oct 1st), you will be considered a NO-SHOW & your check will be cashed. In extreme emergencies, refunds may be discussed with Volunteer Directors (notify us immediately so we know you will not be arriving). You may NOT exchange volunteer deposit for a ticket at gate.

THANKS for Volunteering & Reading all the info-hope we answered your??? See you at LEAF!