



## Pre/Post Festival Activities

**Organization:** Festival of Trees – Information and Volunteer Centre for Strathcona County

**Title:** Set Up/Take Down Festival Activities Volunteer

**Objectives:** To assist with the setup before the Festival, and take-down of activities after the Festival.

**Duties and Responsibilities:** A variety of volunteers are needed for the set up and take down of the Festival of Trees. Some of the tasks will include laying down and taping electrical cords in place, unboxing trees and plugging them in, helping with decorations and set up. Other tasks will include gopher duties, helping with tables and whatever else needs to be done. Takedown will include take down of decorations, assistance in moving the trees, packing up supplies and general other tasks as needed.

**Set Up:** We need 5 volunteers to start at 7:30pm on Thursday evening. You would start by laying out the pallets, etc. for the trees to be positioned on. Then you will take care of setting up some of the areas throughout the mall (crafts, entertainment stage, volunteer area, etc.) along with setting up the additional decor.

**Take Down:** We need 15 people - 10 to work in teams of two (so five teams) to package up the trees and load them for customers and an additional five to assist with the take down of the other areas. These people will start once the Silent Auction of Trees are finished and the winners have been called.

**Qualifications and Requirements:** Physical ability to lift trees and set up trees, willing to do a variety of tasks, independent working skills are just a few of the skills needed.

**Age Requirements:** Adults and youth ages 16 and over

**Orientation and Training:** Orientation to the Festival will be provided.

**Commitment Required:** A variety of shifts are available. One or more of any or all of these shifts will be appreciated.

Thursday November 13 7:30 & 8:30 – when finished

Sunday November 15 4:30 until finished