

Hello and Welcome to Kemptville Buskerfest!

We are excited to have you join us at the 3rd annual Kemptville Buskerfest in the heart of Downtown Kemptville. Kemptville Buskerfest is a vibrant and exciting celebration of street performance, music, art and food. We hope you have a great time and make some amazing memories.

As a volunteer, you have a critical role to play in ensuring that Buskerfest provides a safe, inclusive and family-friendly experience. For our visitors especially, you'll be a vital source of information, including as a map, as a tour guide, as an itinerary and in several other roles.

This document is designed to provide you with all the information you need to be the best volunteer you can be. Please feel free to contact us if you have any further questions.

Volunteer Contact:

Name: Mary-Anne Leang

Email: kemptvillebuskerfestvolunteers@gmail.com

Volunteer Support Location:

Information Booth 1 – Lawn beside post office on Reuben Cr

Key Event Information:

Date: May 18th, 2024 (*rain or shine*)

Event Time: 10AM – 5 PM

Volunteers needed: 8:30am-6pm

Volunteer Expectations

Our top priority is to maintain a safe, inclusive and family-friendly environment at the Kemptville Buskerfest for all visitors, performers, vendors, partners and volunteers. Please make sure you read all of the requirements below prior to submitting your volunteer application. By submitting your volunteer application you are acknowledging that you have read, understood and agreed to abide by all aspects of the Volunteer Code of Conduct.

- Buskerfest is a fun, family event and is dependent on its volunteers to work together as a team to make it happen and we thank you for doing your part!
- A quick reminder that this fun filled event is proceeding rain or shine. Please be prepared with proper footwear, sunscreen, hats, umbrellas/rain gear, reusable water bottles (there is a fill up station available) and whatever else you may need.
- As a thank you for being a volunteer, we will provide you with a volunteer T-shirt, an orientation dinner before the event, a breakfast the morning of the event, lunch, snacks and drinks throughout the event to make sure you stay energized and hydrated.
- All volunteers acknowledge and agree to the terms of the [Old Town Kemptville BIA Equity, Diversity and Inclusion Policy](#).
- All Volunteers must be at their designated station 10 minutes prior to their start time and remain for the duration of their shift. If you require a schedule change, please make sure to let the volunteer co-ordinator know so someone else can be reassigned to your position as soon as possible.
- All volunteers are expected to wear their Buskerfest t-shirt that they were given so that they can be easily identified by anyone needing assistance. Remember that when you wear the

KEMPTVILLE BUSKERFEST 2024 – VOLUNTEER CODE OF CONDUCT

Buskerfest logo either on or off shift you are representing our organization.

- All volunteers are expected to behave professionally and demonstrate respect in all interactions that you have with other volunteers, visitors, performers, vendors and partners.
- All volunteers are responsible for keeping their station area that they're working in clean and safe. Your station must be kept free of any debris and trip-or-slip hazards. If an accident happens, advise the Zone Leader and request help to clean up from the Volunteer Coordinator.
- A Zone Leader (identified by a busker collar) will be assigned to your area. If you need a break, or have any questions while at your station, contact your Zone Leader.
- Volunteers are required to report all accidents and injuries to the zone leader or volunteer coordinator as soon as possible. If there is a medical emergency, the volunteer should contact 911 and then notify the Zone Leader or Volunteer Coordinator.
- In case of a dispute or disagreement with a visitor, volunteer, performer, vendor or partner, please bring it to the attention of the Zone Leader.
- Smoking and/or vaping is prohibited on event grounds, except in designated areas. Volunteers who violate this policy may be asked to leave the event.
- As we need to finalize the volunteer schedule by May 1st so volunteers can plan their day, please fill out the [Volunteer Application Form](#) as soon as possible so we can schedule shifts.

Thanks for considering being part of Kemptville Buskerfest 2024!