

**2019 Volunteer
Handbook**

LABOR DAY
WEEKEND

THE
67
TH

Sausalito
ART
Festival

ART / WINE / MUSIC

MORE VISIT
www.sausalitoartfestival.org

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For the convenience of our volunteers we have put together this volunteer handbook to serve as a reference guide with information, policy, procedures, maps, and tips to make the volunteering experience at the Sausalito Art Festival informed and rewarding.

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INTRODUCTION TO THE ART FESTIVAL

Welcome to America's Premier Waterfront Fine Art Festival! We are celebrating our 67th year of showing Fine Art, presenting extraordinary music and serving delicious food. The Art Festival is a production of the Sausalito Art Festival Foundation, a non-profit dedicated to encouraging, promoting, and supporting the arts for the community.

Each year the proceeds from the festival go to supporting "Artists Teaching Art" as well as art scholarships, grants, educational programs, and public events. "Artists Teaching Art" integrates visual arts with the Common Core subjects such as science, technology, engineering, art, and math (STEAM). To date, artists and teachers have teamed up/ to reach thousands of children in our Marin schools with incredible results. By volunteering, you are helping the Sausalito Art Festival Foundation advance art in our community.

HOURS:

Saturday August 31 st	10AM – 7PM
Sunday September 1 st	10AM – 7PM
Monday September 2 nd	10AM – 5PM

TICKETS:

As a **volunteer** you will receive a wristband which will allow you full access to the festival site on the day you volunteer.

All paid tickets are valid for one single day of admission for art and music

VIP Pass - \$100 (private area for concert viewing)

General Admission - \$30 (\$25 for pre-purchase on-line until July 1)

Seniors (62 & Older) - \$25 (\$20 for pre-purchase on-line until July 1)

Children 12 & under are FREE

Early bird tickets are available on our website www.sausalitoartfestival.org

GETTING TO THE FESTIVAL

The Sausalito Art Festival is located in Marinship Park off of Marinship Way on the north end of Sausalito. The main gate is accessed by turning onto Harbor Drive from Bridgeway and then turning right onto Marinship Way. There are many ways to get to the festival.

Bike Valet Parking: There will be bike parking in the lot behind the Bay Model.

Ferry and Shuttle Service: The Golden Gate Ferry will use their weekend schedule from the San Francisco Ferry Building to the Sausalito Ferry Terminal downtown. There will be complimentary shuttle service from the Sausalito Ferry Terminal to the Festival leaving every 20 minutes. There will also be Golden Gate Ferries from the San Francisco Ferry Building to the Army Corps of Engineers dock at the Bay Model.

Golden Gate Transit: The routes for 2, 30, and 92 travels on Bridgeway and are an easy walk to the main gate if you get off at Nevada Street and walk down the stairs.

Paid Parking: There is plenty of paid parking near the Festival. There are shuttles to the front gate from these lots. This includes premier parking and handicapped parking.

Street Parking: There is limited street parking available. This is usually good for early birds!

Ride Share (Uber and Lyft): There will be designated drop off and pick up location in front of Mollie Stone's Grocery (Harbor Way) which is a convenient walk to the front gate.

Carpool or Walk: This is always the best way to get to the festival!



HOW TO SIGN UP TO VOLUNTEER

Each year, more than 1,800 volunteers sign up to work at the 3-day festival and enjoy the fun, food, great art, and music. For working a 3 hour shift, volunteers receive a one-day pass on the day they worked. They will also receive a commemorative t-shirt and an invitation to the Volunteer Appreciation Party on Thursday September 5th at 6:00pm.

To sign up just go to our website www.sausalitoartfestival.org

Click where it says: [click here to volunteer](#)

Select the [Sign in Here](#) prompt

You will see a list of all the available opportunities for volunteering. You should select the shift that interests you and is also convenient for your schedule.

Finish signing up by filling in the Registration Information

- First Name
- Last Name
- Mobile Phone
- T-shirt Size
- Emergency Contact phone number

You should read the disclaimer and check the box that says you have read the disclaimer.

Then type your name in the box

Click on the box that says Save Information

NOW YOU'RE ALL SIGNED UP

You will receive a confirmation email listing the shift and time you are expected

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HOW TO CHECK YOUR STATUS OF VOLUNTEERING

If you want to check on or change the shifts for which you have signed up just go back to the website (www.sausalitoartfesatival.org) and click on [Volunteer](#) then [click here to volunteer](#)

On the next page you will see a prompt that says [Check your status here](#)

You will be prompted to enter your email address and then check your inbox for a link to review your shift(s).

CHECKING IN

Location

The Volunteer Check-In Lounge will again be in an office in Marinship Plaza. The exact address is 2330 Marinship Way. Go to the Main Gate of the Art Festival and look directly to the left for the big sign that says **VOLUNTEER CHECK-IN**

You must be registered in our on-line database VOLUNTEER LOCAL to be admitted at Volunteer Check-In

Volunteers must be registered in the database (VOLUNTEER LOCAL) and must have accepted the disclaimer to be admitted through Volunteer Check-In. If a volunteer is not in the database they will not be admitted. There are no exceptions. If the database says the volunteer has not accepted the disclaimer they must sign a paper disclaimer at the volunteer desk.

Wristbands

All volunteers will receive a colored wristband that is valid for festival entry on the day you are volunteering. This wristband is only valid for the day which you volunteered. If you are volunteering for more than one day, you will receive a different colored wristband for each day. The wristband should be worn all day on the day you volunteer. They are non-transferable. You will also be given a name tag when you check in. Please print your first name on the tag.

T-Shirts

All volunteers receive a commemorative Sausalito Art Festival Volunteer T-Shirt. Except for Garbage and Security all T-Shirts will be given out at in the Volunteer Check-In Lounge when you check in.

Arrive Early

Please arrive at Volunteer Check-In Lounge **20 minutes prior to your shift** to ensure you have plenty of time to check in and head to your booth to meet with your Captain and receive your training.

Know Your Captain

All booths have at least one Captain who will be on site every day. It is important you check in with your Captain to let them know you have arrived. You should wear a name tag so your Captain and the other volunteers will know who you are.

Proceed Immediately with Caution

It is extremely important that you exercise caution and observe all safety rules and regulations on the Festival Grounds. Please beware there are forklifts, golf carts, and a whole lot of activity going on.

DISCLAIMER

When you signed up on Volunteer Local you acknowledged our disclaimer. Here is a copy for your files.

The Sausalito Art Festival encourages volunteer participation by all who are interested, and we are deeply grateful for the time each of you give. At the same time, the Festival has an obligation to provide a safe and secure environment for its guests and a responsibility to be cautious in handling its assets. To that end, the Sausalito Art Festival reserves the right to decline a volunteer.

Volunteer Release of Liability and Indemnity Agreement

I have voluntarily applied to participate in the 2019 Sausalito Art Festival and agree to release, indemnify and, hold harmless the Sausalito Art Festival, the Sausalito Art Festival Foundation, and the city of Sausalito, their employees, Officers, volunteers, and agents, from any and all liability.

I understand that the Sausalito Art Festival, the Sausalito Art Festival Foundation, and the City of Sausalito, their employees, Officers, volunteers, and agents are not responsible for lost, stolen, or damaged property or goods.

Further, it is understood that still photographs and/or video may be taken by the public media or by the Sausalito Art Festival, the Sausalito Art Festival Foundation, its employees, Officers, or agents during the event. Said still photos and /or video may be used for promotional purposes by the Event, the Sausalito Art Festival Foundation, or the public media and I waive all rights to be compensated for use of said likeness.

I have fully read the aforementioned stipulations, fully understand said stipulations, and am aware that this agreement is binding and that I am releasing all legal rights.



VOLUNTEER POLICIES

Our Volunteer Check-In includes access to the **Volunteer Lounge**. We want all our volunteers to have a place to come and relax, enjoy a beverage and a snack and just get off your feet. Your wristband for the day you volunteer will be used to grant you access to the Volunteer Lounge.

Shoes - For safety reasons Volunteers must wear *closed toed shoes* while they are working in their booths. You are welcome to leave sandals in the Volunteer Lounge and change after your shift is over. If you arrive with only open toed shoes you will not be allowed to volunteer.

Age - Volunteers serving alcohol must be 21 years old.

Dress - Please dress appropriately to ensure a positive, respectful, and safe environment. Check the weather and bring sun screen or a jacket to match the weather for the day. You are welcome to store your extra clothing or supplies in the Volunteer Lounge in a paper bag with your name printed on the outside.

Tattoos - Please cover tattoos and body art that contain wording or images that may be perceived as offensive to children, families, or other persons.

Consumption of alcoholic beverages - Consumption of alcoholic beverages while volunteering is prohibited. If a volunteer is caught drinking or appears to be intoxicated they will be escorted off the festival grounds. No exceptions.

Eating in booth - Eating in booths is not permitted. This is a health department regulation.

Trading food - Trading of food and beverages between booths is not permitted.

Serving alcohol - Never serve alcohol to any visibly intoxicated or impaired guest. Please report this person to your Captain immediately. Please see the Alcohol Control Policies on the following page.

Tipping - No tipping, no tip jars. Patrons insisting on tipping should be told, "Thank you for your generosity, but we cannot personally take tips. Your donation will go to support Sausalito Art Festival Foundation programs". The money should then go into the till.

IF YOU CANNOT MAKE YOUR SHIFT PLEASE LET US KNOW AS SOON AS POSSIBLE. VOLUNTEERS WHO ARE NO-SHOWS AT CHECK-IN OR VOLUNTEERS WHO NEVER SHOW UP AT THEIR BOOTH RUN THE RISK OF BEING TURNED AWAY NEXT YEAR.

SAUSALITO ART FESTIVAL

Alcohol Control Policies

Thank you for volunteering to help as an alcohol beverage volunteer server. We hope it will be an enjoyable way for you to help support the Sausalito Art Festival and their community projects throughout the city. As volunteer pourers you are a very important part of the event team. By doing your job responsibly, you can help maintain a safe and enjoyable environment for patrons. You can also prevent the alcohol related traffic crashes, injuries and deaths associated with impaired driving and underage drinking.

Pourers can face criminal, administrative (enforced by the State Department of Alcoholic Beverage Control ABC), and civil liability. The best way to prevent liability is to:

- Follow the law by not serving minors or obviously intoxicated persons
- Follow the Sausalito Art Festival's responsible alcohol management policies (below)

POLICIES

1. Volunteers designed by the Sausalito Art Festival will pour all beverages for event patrons.
2. Beers/Wine/Spirits can only be served in the cups provided by the sponsor.
3. Volunteers will not be allowed to consume alcohol while they are serving patrons.
4. You must check identification, if you are in doubt: volunteers can and will be personally liable if they serve to a minor. Acceptable forms of identification are: Valid Driver's License or State issued ID Card, Military ID card or Passport. No form of identification with an expired date is acceptable.
5. Volunteers will not serve obviously intoxicated persons, volunteers can and will be held personally liable for serving intoxicated persons. Call event security to handle the situation.
6. Volunteers may begin pouring at 10:00 a.m. and will stop pouring at 6:30 p.m. on Saturday and Sunday and 4:30 p.m. on Monday.
7. All volunteers agree to adhere to the above guidelines and act responsibly and safely while serving alcohol.

I acknowledge I have read and understand Sausalito Art Festival pouring procedures as outlined above.

Signature

Printed Name and Date

LOST PERSONS OR OBJECTS

The Sausalito Art Festival manages all lost children / persons via the Security Booth which is located near the north exit of the Artist area. It is next to the Sculpture Garden. People who have become separated from their group or a parent who lost a child should be encouraged to re-group at the Security Booth. If you encounter a lost child, please do not move them from their current location. Send for a security office or SAF staff member to address the situation.

Lost and found items should also be taken to the Security Booth. Persons who have lost items should be directed to this location.

EMERGENCY INFORMATION

The Sausalito Art Festival asks our Volunteers to make every effort to keep our 30,000 guests safe at all times.

If you are in a position to

- Respond to an accident
- Report unsafe conditions
- Report troublesome guest

Please contact your Captain or the Sausalito Art Festival Executive Director, Louis Briones. Please remain on the scene until a formal accident report has been completed by Security.

If you see a suspicious package or unusual item of any kind, immediately inform the nearest security person with a clear description of what the item looks like and where it is located. DO NOT USE A TWO-WAY RADIO. Refer to the item as a “suspicious package”, never refer to an item or package as a bomb.

In case of possible serious injury or illness, call 911
Do not attempt to move anyone who may be injured
Stay with the individual until help has arrived.

If a crowd has gathered around an accident or injury scene, please cooperate with security and other volunteers to provide the victim with adequate space.

HELPFUL TOOLS

The **Sausalito Art Festival App** will help you to navigate the venue worry-free, with access to the online points-map in a mobile-friendly form. The App can be downloaded from Apple or Android. The built in QR code Scanner will also allow you to look up information about where you are and what's around you. Download it using this QR code here, or search Sausalito Art Festival in the Apple or Android app stores.



Log on to the **Sausalito Art Festival website** to access all the information about the festival. You can see the music line up, map, food booths, artists information and much more!

If you want to verify your volunteer shifts go to the website, click on the **VOLUNTEER** at the top and then look for the box that says **CLICK HERE TO VOLUNTEER**. Next you will see the Volunteer Local page that says Sausalito Art Festival Foundation with a box that says **CHECK YOUR STATUS HERE**. If you click on this box it will prompt you to enter your email address. The system will send you an email listing the date and time of your shifts.

CONTACTS

Executive Director	Louis Briones	415 596-3026
Production Manager	David Claytor	831 234-7307
Event Coordinator	Lexi Stone	206 963-6591
Volunteer Coordinator	Marilyn Murtha	415 250-0045
Food Booth Manager	Ursula Deuster	415 497-1266
Office Manager	Jan Ryan	415 370-8125

Sausalito Art Festival Office
2400 Bridgeway Suite 220
Sausalito, CA 94965

Phone: 415 332-3555

VOLUNTEER SHIFT DESCRIPTIONS

Artist Booth Sitting

The artists are in their booths for 9 hours per day during the Festival. They need a break to have a meal or take care of personal things, so they need to have someone sit in their booth while they're gone. As a Booth Sitter volunteer, you will be scheduled to "booth sit" for various artists during your shift time. It's a great opportunity to get to know the artists and also discuss the art with the patrons.

Artist Load Out

On Monday evening after the Festival closes the Artists need help in loading their art and booth set up on to golf carts to load up their cars. If you know how to drive a golf cart and want to help out please sign up for Artist Load Out.

Beer

The Festival guests enjoy a great selection of beer from our 3 beer booths. Join the fun and volunteer at one of the booths and pour craft beer, Stella or many other kinds of beer. The beer booths are located throughout the Festival grounds.

Champagne

Some of the more popular booths at the Festival are the two champagne booths in the artist area. Nothing makes art more spectacular than viewing with bubbly in your hand. Join the fun and sign up to volunteer to pour champagne and spread the cheer!

Entertainment Hospitality

The entertainment team needs help in making the performers comfortable and organized for both stages on the grounds. Join the fun to show the performers where to go and how to move around. This is a great opportunity to get close to the fantastic music.

Festival Store

This fun position facilitates the sale of Festival merchandise (t-shirts, posters, etc.) so the Festival goers can remember what a great time they had. Many attendees are collectors and purchase memorabilia each year.

Front Gate Ambassadors

As an ambassador, you are the face of the Festival, greeting guests, handing out programs and answering questions. The ambassador will also be charged with keeping the crowd flowing into the Sculpture Garden.

Mayor's Blue-Ribbon Committee to pick up the Garbage

The most famous and prestigious of all the volunteer opportunities at the Festival is the Mayor's Blue-Ribbon Committee to pick up the Garbage. These volunteers receive a special T-shirt. As a garbage volunteer during your shift you will walk the entire grounds seeing all the art and listening to the music while looking to swap a clean bag with a full bag of trash. Just take the bag back to the debris yard and start all over again. Be bold, be proud and join GARBAGE.

Margaritas

If you like margaritas, you will love this booth! Ram pours the best margaritas in town. Where else can you get a top shelf margarita near the main tent and listen to great music. Become a volunteer at the margarita booth and help serve the best drink at the festival.

Security

There will be uniformed security throughout the festival but they need assistance from the volunteers for crowd control and safety. Become a security volunteer and help us out by directing the patrons to stay within bounds and protect their safety from miscellaneous potential hazards on the grounds.

Soda

Soda isn't just soda anymore. Besides Chrystal Geyser we will have La Croix, lemonade and San Pellegrino! When it's hot and you are thirsty the soda booths are the place to be. Join the fun of selling the newest natural drinks around.

Volunteer Check In

The backbone of the festival is really the volunteer effort! It's you the volunteers that make it tick. Join Marilyn to greet and welcome each volunteer at volunteer check in. We have created a special volunteer lounge with refreshments and a rest area. Once the volunteers have checked in they may relax before their shift or you may come back to the lounge after their shift. The volunteer lounge is a place to rest for all volunteers on the day they work.

Wine

There are 5 locations where wine is served at the Festival. Two are close to the main stage. One is in the main tent and the other is in the food court. They are called Wine Harken 1 and Wine Harken 2. The other 3 locations where wine is served is in the artist area. They offer a great experience of matching wonderful wines to sip while looking at the art. If you like wine and art the wine booths are your best bet for a great experience.