



# Volunteer Registration

All forms must be submitted by  
Friday, December 2, 2016

**Event Dates and Operating Hours:** Friday, December 9, 5–9 PM; Saturday, December 10 and Sunday, December 11, 10 AM–6 PM  
**Event Location:** 4100 N. Damen Avenue – In the Heart of the Northcenter Community **Event Website:** irishxmasmarket.com

## CONTACT INFORMATION (Please type or print legibly)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Email (required) \_\_\_\_\_ Are you over 21?  Yes  No

Organization/company affiliated with \_\_\_\_\_

I would like to work with (friend/relative/partner) Name \_\_\_\_\_

**PLEASE NOTE:** Due to attempted theft at a previous festival, Chicago's Irish Christmas Market has been advised to implement an additional security measure. All volunteers must provide a photo copy of a valid ID with the Volunteer Registration form.

## REQUEST ASSIGNMENT

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice for the shift you wish to be assigned (see info to the right).  
*We make every effort to accommodate your first choice on a first come, first served basis.*

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

I would like to volunteer for additional shifts.  
How many \_\_\_\_\_ Preference(s) \_\_\_\_\_

### Please indicate if you would like to volunteer for:

- Pre/post event errands, pick-ups or deliveries (postering, banners, etc.)
- Set-up, Friday, December 9, at 9 AM (barricades, fencing, signage, errands, etc.)
- Clean-up, Sunday, December 11 at 6 PM (remove barricades, fencing, signage, close booths, etc.)
- A photo copy of my ID is attached to this form

Volunteers must check in at the Common Pantry/Lincoln Square Friendship Center Tent. For the safety, security and benefit of our participants and guests, volunteers must abide by the rules and guidelines on the reverse side. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

\_\_\_\_\_  
VOLUNTEER SIGNATURE      DATE

## SHIFT INFORMATION

See reverse side for duties of each area

### Friday, December 9

**KIDS ZONE** (1) 4:30-7:00 PM      (2) 6:30-9:00 PM  
**BEVERAGE** (3) 4:30-7:00 PM      (4) 6:30-9:00 PM

### Saturday, December 10

**SANTA LINE** (5) 9:30 AM-12:30 PM      (6) 12:15-3:15 PM  
**KIDS ZONE** (7) 9:30 AM-12:30 PM      (8) 12:15-3:30 PM      (9) 3:15-6:15 PM  
**BEVERAGE** (10) 9:30 AM-12:30 PM      (11) 12:15-3:30 PM      (12) 3:15-6:15 PM

### Sunday, December 11

**SANTA LINE** (13) 9:30 AM-12:30 PM      (14) 12:15-3:15 PM  
**KIDS ZONE** (15) 9:30 AM-12:30 PM      (16) 12:15-3:30 PM      (17) 3:15-6:15 PM  
**BEVERAGE** (18) 9:30 AM-12:30 PM      (19) 12:15-3:30 PM      (20) 3:15-6:15 PM

## VOLUNTEER RULES AND GUIDELINES

### GENERAL

- All Chicago's Irish Christmas Market participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at our discretion.
- Due to attempted theft at a previous festival, Chicago's Irish Christmas Market has implemented an additional security measure. **All volunteers must provide a photo copy of a valid ID** with the Volunteer Registration form.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Chicago's Irish Christmas Market, Montgar LLC and/or Big Buzz Idea Group (BBIG).

### ON-SITE REQUIREMENTS

- Volunteers must check in at the Common Pantry/Lincoln Square Friendship Center Tent for their assignment when they arrive at the festival.
- Volunteers in the Beer Tent must be 21 or older. **NO exceptions!**
- Upon completion of each shift, volunteers must **sign out** at the Common Pantry/Lincoln Square Friendship Center Tent. Two free hot chocolate/coffee tickets will be presented to each volunteer at the **sign-out** of each shift.
- Volunteers are asked to arrive for their shift 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition. Volunteers for the first shifts on Saturday and Sunday are not required to arrive earlier than 9:30 AM.
- Volunteers **will not** be allowed to drink alcoholic beverages while on duty.

- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

### SHIFT DUTIES

SANTA LINE: help with photos with Santa, manage line, assist photographer.

BEVERAGE: pour and distribute beverages, accept cash for beverages, wristbands for persons 21 and over.

KIDS ZONE: assist with crafts/games and photo op.

### LIABILITY LIMITATIONS

Chicago's Irish Christmas Market, BBIG, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.

### SUBMIT YOUR VOLUNTEER REGISTRATION FORM TO

Michael Van Den Bosch, Big Buzz Idea Group

Via email: Michael@BigBuzzIdeaGroup.com

Via fax: 773.804.8986

Via mail: Big Buzz Idea Group, 4055 W. Peterson Ave., #105, Chicago, IL 60646

Please contact Michael Van Den Bosch at 773-804-8589 with any questions regarding volunteering or Chicago's Irish Christmas Market

***Thank you for volunteering. We couldn't do it without you.***

WE APPRECIATE OUR VOLUNTEERS!