

D2E 2010 VOLUNTEERS

Volunteers are needed for a number of important jobs at Down:2:Earth (D2E) this year. If you are interested and available to help at this year's festival, please e-mail this form to volunteer@d2eboston.com or call Doug Haley at (617) 266-6540 x.16.

- **Benefits.** Along with a feeling of accomplishing something useful for the environment, each volunteer will receive a D2E t-shirt, gift bag of eco-products, and a complimentary admission pass for the entire weekend.
- **Requirements.** Once your time slot or position is confirmed, we will be counting on you to meet that commitment. It is important to be on time, stay at your post and to be as helpful to D2E attendees as possible.
- **Training.** You will receive instruction at the beginning of your assigned session. Your training instructor and other D2E staff will always be available to help you and answer questions.
- **Sessions.** Volunteers are asked to commit to one or more of these sessions:

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|--------------------|------------------|
| Friday, April 9 | 4:00pm – 9:00pm |
| Saturday, April 10 | 10:00am – 3:00pm |
| Saturday, April 10 | 2:00pm – 7:00pm |
| Sunday, April 11 | 10:00am – 2:00pm |
| Sunday, April 11 | 1:00pm – 5:00pm |
- **Tasks.** Team members will be asked to help with a variety of tasks. Operating the entrances and exits as ushers, ticket scanners. Staffing the information booth and the show coordination office. Customer service at the multiple recycling stations. Assisting with set-up, cleaning, and sample serving as requested by the chefs in the Electrolux Kitchen. Providing assistance at the various stages and activity areas, with talent coordination, tech support and logistics. Helping as requested with the speakers and audiences. Providing security and relief for exhibitor breaks. Other tasks as needed.
- **Local Bites.** On Friday night, restaurants will be sampling food and wine. Volunteers will give out information, help set up, serve, ensure recycling rules are observed, and clean up.
- **Volunteer Supervisors.** Two positions are available to work with staff on volunteer training and assignment coordination. The job involves checking in and orienting volunteers. Answering or finding answers to volunteer questions. Some coordination/teaching experience would be helpful but not required. You should be available for Saturday and Sunday, and a pre-show meeting will also be required.
- **Garden Pavilion.** New this year. We will require help in setting up the Garden Pavilion, a garden installation exhibit. If you enjoy gardening and landscaping, and can work an 8-hour shift Thursday or Friday (April 8-9), you can work with and learn from Landscape Designer Risa Edelstein.

SHIFT SELECTION

Please indicate your first (1) and second (2) choices below.

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|-------|--------------------|------------------|
| _____ | Friday, April 9 | 4:00pm – 9:00pm |
| _____ | Saturday, April 10 | 10:00am – 3:00pm |
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|----------------------|-----------------------------|------------------|
| Volunteer Supervisor | | |
| _____ | Saturday, April 10 | 11:00am – 7:00pm |
| _____ | <i>AND</i> Sunday, April 11 | 11:00am – 5:00pm |

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|----------------------|-------------------|-----------------|
| Garden Pavilion Crew | | |
| _____ | Thursday, April 8 | 9:00am – 5:00pm |
| _____ | Friday, April 9 | 8:00am – 4:00pm |

VOLUNTEER CONTACT INFORMATION

Name _____

Phone # _____

E-Mail _____

Other contact _____