



## VOLUNTEER OPPORTUNITIES

The Mayor's Office of Special Events is looking for volunteers for the Celebrate Lancaster 2009 event. The event will be held on Friday, June 26<sup>th</sup> and will feature a patriotic concert by the Lancaster Symphony Orchestra and an amazing fireworks display. The event is free to the public and will be held in Binns Park.

Set up for the event will begin at 8:00 a.m. and activities will continue throughout the day. Teardown will begin immediately following the fireworks display. **Our greatest need for volunteers is in the evening when the gates must be manned and also with tear down of the event.**

**Please complete the attached form or call 717-291-4758 to sign-up as an event volunteer.**

You will receive a confirmation letter/reminder listing your time slot, responsibility and other information in early June.

### Volunteer Opportunities Include:

- **Event Set Up and Upkeep**

*Volunteers needed 8:00 a.m. – 6:30 p.m., various shifts available*

Set up of tables, chairs, and event signage. Placement of trash totes and set up of the information tent.

- **Information Tent**

*Volunteers needed 11:00 a.m. – 10:30 p.m., various shifts available*

General information for event guests.

- **General Admission Gates**

*Volunteers needed 5:30 p.m. – 10:30 p.m., various shifts available*

Volunteers are needed to man three general admission gates to Binns Park. Duties include clearing out event area an hour before gates open, distribution of admission tickets and assistance for handicapped visitors.

- **VIP Gates**

*Volunteers needed 6:00 p.m. – 10:30 p.m., various shifts available*

There are several gates that are restricted for VIP guests only. Duties include checking VIP passes and directing guests to restricted areas at certain times.

- **Event Tear Down**

*Volunteers needed 10:00 p.m. – Midnight*

Tear down of event tables, chairs, event signage, fence, etc. and assistance with trash totes.

- **Event Surveyor's**

*Volunteers needed 11:00 a.m. – 7:00 p.m., various shifts available*

Volunteers will be given a list of brief questions to survey event-goers.



**Yes! Sign me up as a volunteer for Celebrate Lancaster 2009 on Friday, June 26.**

I will volunteer from \_\_\_\_\_ a.m. or p.m. (circle one) to \_\_\_\_\_ a.m. to p.m. (circle one).

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ (Day)  
\_\_\_\_\_ (Evening)

E-mail: \_\_\_\_\_

T-Shirt Size (circle one)      Medium      Large      X-Large

**Volunteer Duties that you are interested in** *(please check one or more):*

- |   |  |
|---|--|
| <input type="checkbox"/> Event Set Up                         | <input type="checkbox"/> Event Tear Down |
| <input type="checkbox"/> General Admission Gates              | <input type="checkbox"/> VIP Gates       |
| <input type="checkbox"/> Information Tent                     | <input type="checkbox"/> Event Surveyor  |
| <input type="checkbox"/> I'll do whatever you need help with! |  |

Please provide any physical limitations that we should be aware of when assigning volunteer duties:

\_\_\_\_\_



**Please return this completed form to:**  
Mayor's Office of Special Events  
120 North Duke Street, Lancaster, PA 17602  
Phone: (717) 291-4758  
Fax: (717) 291-4722  
E-mail: [vwagner@cityoflanasterpa.com](mailto:vwagner@cityoflanasterpa.com)