

## ITALIAN DAY FESTIVAL SOCIETY

#4 – 1726 Commercial Drive

Vancouver, BC V5N 4A3

T: 604.251.2884 | F: 604.251.2899

info@italianday.ca

www.italianday.ca



## VOLUNTEER WELCOME LETTER

### Welcome!

Thank you for showing your community support by joining Italian Day on the Drive (June 9, 2013), as a volunteer.

This guide will provide information about the event including a description of your role, how to get there, and what to expect the day of the event. We ask that you please take the time to read this letter thoroughly.

Should you have any questions or require further information, please do not hesitate to contact the volunteer co-ordinator by email: [info@italianday.ca](mailto:info@italianday.ca). Also, feel free to visit our Facebook page ([www.facebook.com/ItalianDay](http://www.facebook.com/ItalianDay)) and website page ([www.italianday.ca](http://www.italianday.ca)) to join in on the Italian Day community!

### About Italian Day

This signature event celebrating Italian heritage and culture will be hosted by the Italian Day Festival Society in collaboration with the Commercial Drive Business Society and the Italian Cultural Centre, together creating a unique community festival. Given the content and themes of this celebration, the appeal captures all ages and cultures and undoubtedly it will be one of the biggest community events of the year.

Italian Day festivities will include musical entertainment and performances on two stages, an all that is “Italian” fashion show, fun contests such as pasta eating and grape stomping, Bocce ball games and much more. Supervised arts and crafts will also be offered for children at the designated “Little Italy Kids Zone”. Ample security will be provided to ensure that everything runs smoothly.

### Location

Italian Day will take place on Commercial Drive on Sunday, June 9th 2013, from noon to 8pm. Set up begins at 8am to 12pm; take-down begins at 8pm to 10pm. Commercial Drive will be closed to motorized traffic with all festivities and stands positioned along The Drive from 3rd Avenue to Parker Street. Public transportation is recommended. Both the Expo and Millennium SkyTrain lines have stops at the southern end of Commercial Drive. The #20 bus route will NOT be running on Commercial Drive between Broadway to Venables from 9am to 10pm.

### When to Start Your Shift

Please check in at the volunteer booth. The volunteer tent will be open all day for you to rest and grab a drink. There will not be a 100% secure area to store your belongings, therefore please do not bring valuables, the Italian Day Festival Society will not be held responsible for any lost or stolen items. If you must bring valuable items do NOT leave them unattended.

### What to Wear

You may wear anything that is clean and does not have any visible logo's, profanity, rips, tears or stains. Please wear comfortable shoes.

### Do's and Don'ts

- DO have fun and welcome attendees to Italian Day!
- DO be courteous and friendly
- DO be positive and help answer attendee questions to the best of your ability
- DON'T use profanity or start/continue arguments with any attendee
- DON'T forget about your assigned task/duty and disappear into the crowd

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**ITALIAN DAY**  
on The Drive

Task	Description
Marshals	To monitor the barricades.
Volunteer Lead	Manage the volunteers on one of the following: set-up & take-down, volunteer room, stage hands / entertainment, garbage & recycling, block captains, hosts, raffle booth, “Little Italy” kids zone.
Volunteer Room	Answer volunteer questions and concerns, lead the signed-in volunteers to their tasks.
Block Captain	Monitor designated area and if any issues arise contact appropriate volunteer lead(s) or security.
Set-Up & Take-Down	Set-up & take-down of barricades on side streets, collecting & distributing tables and chairs to vendor and sponsor booths.
Stage Hands / Entertainment	Help with contests, set-up & take down, monitor set list, help with fashion show.
Garbage & Recycling	Assist with litter pick-up and recycling, maintain area cleanliness, assisting with post-event clean-up (sidewalk sweeping).
Hosts	Greet attendees, distribute information, and provide directions.
Pictorial Display	Set-up & take-down display, answering questions, monitoring.
Raffle Booth	Promote and sell Italian Day raffle tickets.
“Little Italy” Kids Zone	Assist with activities in the kids zone (face painting, crafting, and balloon making). Assist with setting up, hosting, or taking down the activities.
Games	Assist in activities including bocce ball and soccer.
Newsletter/Giornale Distributors	Distribute festival booklets to attendees.

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## VOLUNTEER PARTICIPATION FORM

### Italian Day on 'The Drive': June 9, 2013

The Italian Day Festival Society greatly appreciates your support! Please e-mail or deliver/mail the signed and completed Volunteer Participation Form to:

E-Mail: info@italianday.ca

Mailing Address: Italian Day Festival Society  
Suite #4 1726 Commercial Drive  
Vancouver, BC V5N 4A3

#### Contact Information:

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Volunteer Tasks:

Please select which of the following areas you would be interested in (please see the volunteer information sheet for a description of each task):

Marshal	_____	Garbage & Recycling	_____
Volunteer Lead	_____	Hosts	_____
Volunteer Room	_____	Pictorial Display	_____
Block Captain	_____	Raffle Booth	_____
Set-Up & Take-Down	_____	"Little Italy" Kids Zone	_____
Stage Hands / Entertainment	_____	Games	_____
Newsletter/Giornale Distributor	_____		

Please indicate when you would be available from 7:15am to 10pm on June 9, 2013:

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**Thank You!**