

VOLUNTEER GUIDELINES

Those volunteers under 18 years old must be accompanied by a parent/guardian. It is required that you arrive at Volunteer Headquarters a half hour before your assignment.

There will be two volunteer orientation meetings before each Pro Portsmouth event. It is expected that you attend one of these meetings to become familiar with the layout of the event, your role and responsibilities and be better prepared to answer questions on event day.

Volunteers must wear the event logo Volunteer t-shirt or sweatshirt provided by Pro Portsmouth during their assignment.

If at any time during your assignment you have a problem, you should notify Volunteer Headquarters (Volunteers & Board Members have walkie talkies).

Dress for the weather and remember to wear comfortable shoes.

We respectfully request that you refrain from bringing pets, children, friends or anyone else with you. We cannot be responsible for them and, furthermore they may interfere with your ability to function and focus on your tasks/responsibilities. Since both PPI and the Portsmouth Police Department request that folks do not bring pets into the Downtown area during events, a volunteer bringing his/her animal to an event is particularly disappointing and problematic – we're not following our own rules!

Food and beverages are provided throughout the day at Volunteer Headquarters.

Children's Day Volunteer Assignments and Shifts

Sunday, May 2, 2010

Decorations (10:00 a.m. – noon)

Volunteer HQ (10:00 a.m. – noon, noon – 2:00 p.m. and 2:00 – 4:00 p.m.)

Soda/Water Sales (11:30 a.m. – 2:00 p.m. and 2:00 – 4:00 p.m.)

Carnival Games (11:30 a.m. – 2:00 p.m. and 2:00 – 4:00 p.m.)

Information Booth (11:30 a.m. – 2:00 p.m. and 2:00 – 4:00 p.m.)

Market Square Day 10K Road Race Volunteer Assignments and Shifts

Friday, June 11, 2010

Registration (8:30 a.m. – noon, noon – 3:00 p.m. and 3:00 – 6:00 p.m.)

Saturday, June 12, 2010

Registration (6:30 – 9:00 a.m.)

Race Monitor (8:30 a.m. – noon)

Water Stop (8:00 – 11:00 a.m.)

Hospitality Tent (7:30 – 11:30 a.m.)

Finish Line (9:00 a.m. – noon)

Market Square Day Festival Volunteer Assignments and Shifts

Saturday, June 12, 2010

Decorations (4:30 – 8:00 a.m.)

Logistics (4:30 – 8:00 a.m. and 4:00 – 5:30 p.m.)

Stage Manager (10:00 a.m. – 1:00 p.m. and noon – 4:00 p.m.)

Soda/Water Sales (8:00 – 11:00 a.m., 11:00 a.m. – 1:00 p.m. and noon – 4:00 p.m.)

Merchandise/Information Booth (8:00 – 11:00 a.m., 11:00 a.m. – 1:00 p.m. and noon – 4:00 p.m.)

Volunteer Headquarters (4:30 – 8:00 a.m., 8:00 – 11:00 a.m., 11:00 a.m. – 1:00 p.m. and noon – 4:00 p.m.)