



100 S. Gay Street • Suite 109 • Knoxville, TN 37902 • (865) 335-3358  
PO Box 32192, Knoxville, TN 37930-2192 • www.holafestival.org

## Volunteer Guidelines

Thank you for collaborating with HoLa in the 2009 HoLa Festival, in celebration of Hispanic Heritage Month. This is the 10<sup>th</sup> anniversary of the festival and your participation is vital to this festival and to our organization.

### Festival Facts:

Saturday, September 19, 2009 in Market Square, Downtown Knoxville

Set Up from 7am. Clean up from 8:00pm

Festival Hours 11:00am, Closes 8:00pm

### Overview:

The HoLa Festival is a cultural and fun event that provides entertainment to people all ages. During the morning hours Market Square will be shared with the Farmer's Market, which makes up for our need of early set up. Festival will end at 8pm, and a shift will be in charge of clean up. Typically we are finished within 1 hour, given enough volunteers.

### Volunteer Opportunities:

The Festival requires months of preparation, and Volunteers are needed also during the year. Specially for the Passport/Countries section, the Parade of the Nations, and Children's Activities.

### Shifts:

1. 7am – 10am
2. 10am- 1pm
3. 1pm – 4pm
4. 4pm – 7pm
5. 7pm-9pm

### Sections:

- A. Set up (first shift)
- B. Clean up (last shift)
- C. Children
- D. Passport/Countries
- E. Drinks
- F. Floater
- G. Parade of Nations
- H. Information
- I. Food Bank

### Requirements:

High school student or older. Speaking Spanish is not needed, but it is a plus. Community Service Hours will be provided to those who request them.

### Sign up:

Locate the HoLa Information Table, where you will sign up for your shift and be provided a badge – you will need to return the badge at the end of your shift, and sign up when you are finished.

### Parking:

Table hosts will be able to park in the Market Square parking garage without charge.

### Security:

HoLa provides police security during festival hours, but HoLa is not responsible for any lost or stolen items.

### HoLa Contact:

Volunteer coordinator

HoLa's cell phone: 335-3358