



## VOLUNTEER GUIDELINES AND FACT SHEET

<b>DATE:</b>	<ul style="list-style-type: none"> <li>• Friday Evening, September 28</li> <li>• Saturday, September 29</li> </ul>
<b>TIME:</b>	<ul style="list-style-type: none"> <li>• Varies: Depends on selected spot</li> <li>• Please reference back to the signup sheet to see what you are signed up for: <a href="#">SIGN UP SHEET.</a></li> </ul>
<b>WEATHER:</b>	Westwood Day is a rain or shine event.
<b>PARKING:</b>	<p><u>Friday Evening:</u> No Parking Restrictions</p> <p><u>Saturday:</u></p> <ul style="list-style-type: none"> <li>• <b>NO PUBLIC PARKING AT THE HIGH SCHOOL</b></li> <li>• Handicap Parking at the Rec/Pool Parking Lot and the Council on Aging (there will be golf cart transport provided)</li> <li>• Parking is Available at the Following Locations:             <ul style="list-style-type: none"> <li>○ Thurston Middle School: 850 High Street</li> <li>○ First Baptist Church: 808 High Street</li> <li>○ St. Margaret Mary's Church: 845 High Street</li> <li>○ The Residential Neighborhood Across from Westwood High School on one side only (please keep the roadway open for emergency vehicles)</li> </ul> </li> <li>• Carpooling or Drop-Off is Strongly Recommended</li> </ul>
<b>CHECK IN LOCATION:</b>	<ul style="list-style-type: none"> <li>• Check in at the Information Table at the edge of vendor village (see map attached).</li> <li>• If your volunteer shift is not at the High School or you are volunteering on Friday, you will be notified separately where to check in.</li> <li>• Please give yourself extra time before your shift for parking and check in.</li> </ul>
<b>T-SHIRTS:</b>	<ul style="list-style-type: none"> <li>• You will receive a volunteer t-shirt to wear the day of the event.</li> <li>• T-Shirt Pick Up will take place in the Recreation Office (240 Nahatan Street – attached to Westwood High School) the week prior to the event during the following hours: from 8:30-4:30 Monday, Wednesday, and Thursday, 8:30-7 Tuesday and 8:30-1 on Friday.</li> <li>• You will be asked to wear it during the event to identify that you are a volunteer.</li> </ul>

<b>SHIFT RELIEF:</b>	<ul style="list-style-type: none"> <li>• Please make sure to wait for relief on your shift to pass your duties onto the next person.</li> <li>• Please bring any concerns to a staff member in an EVENT STAFF shirt.</li> </ul>
<b>WHAT SHOULD YOU WEAR:</b>	<ul style="list-style-type: none"> <li>• Please wear your Westwood Day Volunteer T-Shirt</li> <li>• We recommend wearing sneakers.</li> <li>• For set-up and clean-up volunteers we recommend bringing gloves.</li> </ul>
<b>WATER:</b>	There will be water available at the info table where you checked in.
<b>QUESTIONS DURING THE EVENT:</b>	Anyone in a gray EVENT STAFF shirt will be able to answer any questions during the event.
<b>VOLUNTEER CONTACT PERSON:</b>	<p>Jodi Steverman  <a href="mailto:jsteverman@townhall.westwood.ma.us">jsteverman@townhall.westwood.ma.us</a>  781-461-0070  <b>DAY OF EVENT PHONE: 781-467-8696</b></p>

**We would like to thank you all for volunteering for this wonderful event. We wouldn't be able to do this without your hard work and dedication.**



**Release:** The Town of Westwood, their agents, board members, volunteers and any or all individuals and organizations assisting or participating in any capacity in Westwood Day 2018 (“the Releases”) assume no liability of any kind for personal injury to the activity and/or persons/entities associated with the activity or persons injured by the activity’s conduct of any kind. The Releases assume no liability of any kind for damage to property or loss resulting from damage to property, including any property of the activity, any persons associated with the activity or any persons whose property is damaged by the activity. Property is deemed to include intangible and intellectual property. The activity acknowledges that s/he has the authority to bind all persons or entities affiliated with the activity and that all such agree to hold “The Releases” harmless from and to indemnify “The Releases” for any and all liability occasioned by the operation of any booth by said vendor or his or her agents.