



# 2017 Volunteer Registration

All forms must be submitted by August 1, 2017

Festival Dates and Operating Hours: Friday, August 11 and Saturday, August 12, 11 AM–9 PM; Sunday, August 13, 11 AM–8 PM  
Festival Location: Lincoln Park near Stockton and LaSalle Festival Website: ChicagoHotDogFest.com

CONTACT INFORMATION (Please type or print legibly. Form must be fully completed.)

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

Are you over 21?  Yes  No

Organization or company affiliated with \_\_\_\_\_

I would like to work with (friend/relative/partner) \_\_\_\_\_

**PLEASE NOTE:** As a safety and security measure, all volunteers must provide a photo copy of a valid photo ID with the Volunteer Registration form.

## REQUESTED ASSIGNMENT

Please indicate your 1st, 2nd and 3rd choice for the shift you wish to be assigned (see information to the right). *We make every effort to accommodate your first choice on a first come, first served basis.*

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

I would like to volunteer for additional shifts.

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

Please indicate if you would like to volunteer for:

Pre/post event errands, pick-ups or deliveries (postering, banners, etc.)

T-shirt size \_\_\_\_\_

Volunteers must wear Volunteer T's at the event. **There are no on-site changing facilities.**

A photo copy of my ID is attached to this form

Volunteers must check-in at the Volunteers booth at least 15 minutes prior to the start of the shift.

## SHIFT INFORMATION See reverse side for duties of each area.

### Friday, August 11

<b>GATE</b>	(1) 10:30 AM–2:00 PM	(2) 1:45–5:00 PM	(3) 4:30–7:30 PM	(4) 7:00–10:00 PM
<b>ID LINE</b>	(5) 10:30 AM–2:00 PM	(6) 1:45–5:00 PM	(7) 4:30–7:30 PM	(8) 7:00–10:00 PM
<b>BEVERAGE</b>	(9) 10:30 AM–2:00 PM	(10) 1:45–5:00 PM	(11) 4:30–7:30 PM	(12) 7:00–10:00 PM
<b>DOG DOLLAR</b>	(13) 10:30 AM–2:00 PM	(14) 1:45–5:00 PM	(15) 4:30–7:30 PM	(16) 7:00–10:00 PM
<b>KIDS AREA</b>	(17) 10:00 AM–1:00 PM	(18) 12:30–3:00 PM	(19) 2:30–5:00 PM	(20) 4:30–7:00 PM

### Saturday, August 12

<b>GATE</b>	(21) 10:30 AM–2:00 PM	(22) 1:45–5:00 PM	(23) 4:30–7:30 PM	(24) 7:00–10:00 PM
<b>ID LINE</b>	(25) 10:30 AM–2:00 PM	(26) 1:45–5:00 PM	(27) 4:30–7:30 PM	(28) 7:00–10:00 PM
<b>BEVERAGE</b>	(29) 10:30 AM–2:00 PM	(30) 1:45–5:00 PM	(31) 4:30–7:30 PM	(32) 7:00–10:00 PM
<b>DOG DOLLAR</b>	(33) 10:30 AM–2:00 PM	(34) 1:45–5:00 PM	(35) 4:30–7:30 PM	(36) 7:00–10:00 PM
<b>KIDS AREA</b>	(37) 10:00 AM–1:00 PM	(38) 12:30–3:00 PM	(39) 2:30–5:00 PM	(40) 4:30–7:00 PM

### Sunday, August 13

<b>GATE</b>	(41) 10:30 AM–1:30 PM	(42) 1:00–4:00 PM	(43) 3:30–6:30 PM	(44) 6:00–9:00 PM
<b>ID LINE</b>	(45) 10:30 AM–1:30 PM	(46) 1:00–4:00 PM	(47) 3:30–6:30 PM	(48) 6:00–9:00 PM
<b>BEVERAGE</b>	(49) 10:30 AM–1:30 PM	(50) 1:00–4:00 PM	(51) 3:30–6:30 PM	(52) 6:00–9:00 PM
<b>DOG DOLLAR</b>	(53) 10:30 AM–1:30 PM	(54) 1:00–4:00 PM	(55) 3:30–6:30 PM	(56) 6:00–9:00 PM
<b>KIDS AREA</b>	(57) 10:00 AM–1:00 PM	(58) 12:30–3:00 PM	(59) 2:30–5:00 PM	

For the safety, security and benefit of our participants and guests, volunteers must abide by the rules and guidelines on the reverse side. Please check the box below, sign and date this form to indicate that you have read and will comply with the rules and guidelines set forth.

I acknowledge that I have read, understand and will comply with the rules and guidelines as set forth.

HOSTED BY



PRODUCED BY



\_\_\_\_\_  
VOLUNTEER SIGNATURE

\_\_\_\_\_  
DATE

### VOLUNTEER RULES AND GUIDELINES

#### GENERAL

- All festival participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at the Chicago History Museum's (CHM) discretion.
- As an added safety and security measure, Chicago Hot Dog Fest (CHDF) has implemented a new policy requesting that **all volunteers provide a photo copy of a valid ID** with the Volunteer Registration form.
- Mistreatment of event staff or volunteers will not be tolerated. Big Buzz Idea Group and the Chicago History Museum reserve the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Chicago Hot Dog Fest, the Chicago History Museum and/or Big Buzz Idea Group.

#### REQUIRED TRAINING

- **All** volunteers will be required to attend a short volunteer **training session** prior to the event. Volunteers who attend the training sessions will be given first priority in scheduling. Training Sessions will be held:

**TBA**

#### ON-SITE REQUIREMENTS

- Volunteers must check-in at the Volunteers booth when they arrive at the festival. T-shirts will be presented by the Chicago History Museum for the volunteers at the Volunteer sign-in at the start of each shift. Volunteers will be issued one t-shirt per day. There are no on-site changing facilities.
- Volunteers in the Beer Tents must be 21 or older. **NO exceptions!**
- Upon completion of each shift, volunteers must **sign-out** at the Volunteers booth. Food and beverage tickets will be presented to each volunteer at the **sign-out** of each shift.
- Volunteers are asked to arrive for their shift 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition.
- Volunteers **will not** be allowed to drink alcoholic beverages while on duty.

- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

#### SHIFT DUTIES

- **GATE:** hand out schedule, interact with festival attendees
- **ID LINE:** check IDs and provide wristbands for persons 21 and over
- **BEVERAGE:** pour and hand out beverages, accept Dog Dollars for beverages
- **DOG DOLLARS:** sell Dog Dollars
- **CHILDREN'S AREA:** collect donations, run concession stand, assist with inflatables

#### LIABILITY LIMITATIONS

- CHM, BBIG, employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.

#### SUBMIT YOUR VOLUNTEER REGISTRATION FORM TO

Big Buzz Idea Group

Via email: [Craig@BigBuzzIdeaGroup.com](mailto:Craig@BigBuzzIdeaGroup.com)

Via fax: (773) 804-8986

Via mail: Big Buzz Idea Group  
4055 W. Peterson Ave., Suite 105  
Chicago, IL 60646

Please contact Craig Lagowski at (773) 804-8589 with any questions regarding volunteering or Chicago Hot Dog Fest.

*Thank you for volunteering. We couldn't do it without you.*

#### WE APPRECIATE OUR VOLUNTEERS!

A post-event party will be held on Tuesday, August 29 to honor our volunteers. Information will be provided when you sign out of your shift and you will be sent an email invitation. Be sure to include your email address on the application to receive your invite and any other post-event party information.