



2021 EquiFest Volunteer Instructions



I am incredibly pleased that you volunteered to help the Kansas Horse Council put on a great show. We cannot do it without your help. As Volunteer Coordinator Chairperson, I feel privileged to have the opportunity to work with you in this partnership making a smooth and successful EquiFest of Kansas!

Please view the Sign-up Genius for your personal assignment(s). I did not change any of the time slots that you requested without notification to you. If you requested 4 time slots in the same day you are expected to volunteer for all time slots. If you know that you can not make some of the time slots, please let me know as soon as possible.

For those Volunteers who are reporting to another Chairman (other than Tera Benefiel), your schedule will be prepared by that chairman, and it may or may not differ from Sign-up Genius hours. Passes to the EquiFest of Kansas are based on website registration or registration by your committee Chairman.

There are many more opportunities available. If interested, you may ask for details in the volunteer office. Some of the known needs are helping with the Ranch Rodeo, Load in and Load out, Setup and Teardown.

Here are the important things everyone needs to know:

- Your earned wristband passes may be picked up Friday through Sunday, in the Volunteer Office located in the Volunteer Office/Stall Barn Office, just north of the Weed Office door located between the Ag Hall and the Horse Barn. Those who volunteer on Wednesday and or Thursday may pick up your wristband passes that day. See the grounds map attached to locate the Volunteer Office/Stall Barn Office. You will need to check in and pick up your T-Shirt at the Volunteer Office before you begin shift. Give yourself enough time as lines may be long.
- Once event opens to public on Friday, you **cannot** enter the arena buildings or vendor areas without your wristband pass, unless you are properly designated as a volunteer. Make sure you have your wristband pass before entering the buildings outside of volunteer times.
- Those who did not acknowledge consent online must sign a consent form in the Volunteer office at check in.
- It will be very important that you review your volunteer schedule through Sign-up Genius to know your commitment. You may ask questions about your assignments in the Volunteer office. You may need to be at your station a few minutes longer than scheduled time to have coverage for the overlap should your replacement be running late. Please do not leave your assigned area until you have been replaced or released. That should allow us to have coverage during transitions from shift to shift.
- The 2021 KHC Volunteer T-Shirts are Safety Yellow. **All volunteers are expected to wear their t-shirt during all volunteer assignments.** This makes our volunteers noticeable should anyone need help or have questions, so attendees can locate a person in the Volunteer shirts for direction. It also represents that you are helping and not a



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spectator in some areas where entry may be questioned. You may want to dress in layers just in case you are assigned in a cold area, such as Ag Hall arena or moving from building to building if the weather is cold. We don't want coats covering up your Volunteer shirt, so you can be found. You may want an oversized shirt to put over your coat.

- There are a few Safety Yellow Long Sleeve T-Shirts for purchase at \$20.00 each and Hooded Sweatshirts for purchase at \$25.00. The price is for items sized Small to X-Large. There are sizes 2X Large for an extra \$3.00. The sale price includes sales tax. Volunteers that work on Thursday and Sunday evening may get cold.
- Your wristband will allow you to attend the event when not serving in a volunteer capacity. Please be patient and allow enough time to get where you need to be on time. Lines may be long in the volunteer office and crowds may be thick to pass through. Remember, your committee Chairman is counting on you.
- **When you are wearing the Volunteer T-Shirt, please remember that you are representing the Kansas Horse Council as a KHC Ambassador.** Please let me know if there are any issues or concerns, while you perform your duties, so they can be addressed IMMEDIATELY.
- Should you want to visit and enjoy EquiFest before your first assignment of the day. Remember that you will need to report to your committee Chairman 10 to 15 minutes before your job begins.
- **Tera's General Volunteers need to report to the Volunteer office 30 minutes** before shift to verify that you have arrived and receive your assignment(s). This would include Panel set up, Happy to Help Anywhere, Door Greeters, Arena Help, Stall Barn, Vendor Load-in, Vendor Tech Help, Turf Roll Out, Banner Hanging Team, Hospitality, Vendor Load Out and Banner Take Down Team.
- **Other/Committee Chairmen Volunteers need to report to the Volunteer office 30 minutes** before shift to verify that you have arrived and received your assignment(s) from Committee Chairman. This could include Workshops, Foundation Silent Auction, Arts @ EquiFest, Special Demos & Competitions, Gate Person, Vendor Hospitality, Horse Barn Help, Arena Work, Panel Set Up/Removal Team and Ranch Rodeo. (Your Chairman will be in touch in advance to give you your assignments.)
- **Specifically, if your Chairman is Marty Bloomquist, overseeing Volunteers for Load In/Load Out,** you will report to the Volunteer Office first when you arrive for your assignments as you will be directed to a location based on need at the time.
- If you are working on Tuesday, Wednesday, Thursday, and Sunday after 4 PM., helping with set up, move in, tear down, move out, etc., you may want to bring a pair of work gloves and dress warm. On Thursday, please do not park in any unloading zones.



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On behalf of the KHC Board and the EquiFest of Kansas Committee, I want you to know that we deeply appreciate your commitment to making EquiFest of Kansas an overwhelming success. We could not do it without you!

If you have any concerns, please call my **cell 620-727-0430** or email me at terabenefiel@hughes.net. I work evening and night shifts. Just leave a message and I will return your call as soon as possible. If something arises and you are unable to meet your obligations or need to speak to me on Thursday, Friday, Saturday, or Sunday of EquiFest, call or text my **cell 620-727-0430**.

Sincerely, Tera Benefiel, Volunteer Coordinator Chair EquiFest of KS 2020