

“Raise the Roof” – A Revitalize Rockford Party Project
Saturday, Aug 24, 2013 from 5:30 to 10 PM

VOLUNTEER FACT SHEET

Please read carefully the Guest Fact Sheet.

*Unlike massive events such as the AirFest or On The Waterfront,
Raise the Roof is a fundraiser for the Laurent House.
With limited capacity, we cannot offer complimentary tickets to our volunteers.
We DO promise to show you the 4 tour sites and
make sure you have snacks, water and what you need on site to perform your duties!
If you like, you may purchase a ticket (\$100) to attend the balance of the event after/before your shift.*

GETTING READY TO VOLUNTEER:

- Volunteer Training at Prairie Street Brewhouse (200 Prairie St.): Saturday, Aug 17 from 8:30 to 9:30 AM (registration @ 8 AM) followed by event site tour from 9:30 until no later than Noon.
- If you cannot work your assigned shift, **PLEASE CONTACT MARGE BEVERS ASAP: 815-962-2199 or beversden@comcast.net.**

VOLUNTEER ESSENTIALS ON AUG 24:

- T-Shirt with event logo, and color-coded for your building (distributed at Volunteer Training)
- Name badge to be distributed at Volunteer Check-in at the event
- Dress comfortably – including walking shoes (no high heels allowed on rooftop decks)
- Consider a ‘fanny-pack’ instead of purse/satchel as we cannot store nor be responsible for personal items
- Please have dinner before reporting to Volunteer Check-In.

AT “RAISE THE ROOF”:

- Report to Volunteer Check-In at the Coronado Theater 30 minutes prior to your shift. Check-In will be open between 3:00 – 7:00 PM.
- Check-in station will be in the Coronado ticketing area to the north of the main lobby while guest registration will be in the main lobby.
- If you are unable to check-in by 7:00 PM at the Coronado, please call Marge at 815-962-2199 or Donna at 815-262-1635. If they do not see or hear from you by 7:00 PM, they will be in touch!
- The person in charge of your historic site operation is a Building Captain. These individuals will be ID’ed at Training. All emergencies or other issues should be directed to the Building Captain.
- Complimentary water will be provided at your work site along with light snacks.
- We ask that volunteers do not drink alcoholic beverages during your work hours.
- We are counting on you to remain at your post during your entire shift.

Thank you!