

# KVMR CELTIC FESTIVAL (CF) PLANNING & PROCEDURES FOR FFG

Updated 10/6/2019

## Roles

- *FFG/KVMR Liaison* - communicate with KVMR Festival staff; organize volunteers, supply procurement and set-up/take-down.
- *FFG Membership Coordinator* - Maintains list of volunteers and validates that their membership is current.
- *Set-up/Take Down Volunteers* - help the Liaison setup on Friday and take down on Monday; may help retrieve and/or return supplies.
- *Fleece to Shawl Organizer* - organize the volunteers and specifics for the fleece-to-shawl event.
- *Fleece to Shawl Participants* - fiber prepping; carding; spinning, plying, weaving, finishing.
- *Fleece-to-Shawl Ambassador/Educator* - engages public by explaining and promoting the Fleece-to-shawl process; distribute FFG cards; promote raffle ticket sales; prevents public from interrupting the weaver.
- *General demonstrators* - attendees from the guild who demonstrate fiber arts (spin, knit, weave, felt, sew, etc.)

## *KVMR Celtic Festival Task List & Contacts*

Date	Task	Assigned to:	Contact
Mid-May	Contact KVMR coordinator, introduce yourself as the FFG Liaison and confirm: <ul style="list-style-type: none"> <li>• set up date &amp; time;</li> <li>• location of booth;</li> <li>• when/where to send the list of volunteers for participation and parking;</li> <li>• whether or not FFG is hosting a fleece-to-shawl event and donating the shawl to the KVMR raffle; raffle deadline time;</li> <li>• any new procedures &amp;/or policies.</li> </ul>	KVMR-FFG Liaison	<a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a> KVMR Vendor Coordinator - this is a shared role so communicate with both: Marni Marshall 530-798-9690; <a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a> Shauna McKenna 650-346-4671; <a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a>
Mid May	Communicate with guild members who wish to participate; maintain list, remind volunteers that membership must be valid by July 15th (guild fiscal year begins July 1.	FFG Membership Coordinator	
Early June	KVMR requires a “vendor application” and an “application” to submit raffle items” If so, The application is sent to the Liaison in early June. The application/policies/procedures for 2019 is attached to the end of this document.	KVMR-FFG Liaison	<a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a> KVMR Vendor Coordinator - this is a shared role so communicate with both: Marni Marshall 530-798-9690; <a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a> Shauna McKenna 650-346-4671; <a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a>

Late June	Communicate with KVMR to confirm participation and ensure all procedures are known and followed and forms are submitted.	KVMR-FFG Liaison	<a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a> KVMR Vendor Coordinator - this is a shared role so communicate with both: Marni Marshall 530-798-9690; <a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a> Shauna McKenna 650-346-4671; <a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a>
Late July	Send list of volunteers whose membership is valid to the KVMR-FFG Liaison.	FFG Membership Coordinator	
Mid Aug	Send Volunteer List fo the KVMR Contact to ensure free entrance and parking.	KVMR-FFG Liaison	<a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a> and John Taber, <a href="mailto:liveshots12@gmail.com">liveshots12@gmail.com</a>
Late Aug	Request Insurance Certificate from CNCH. Include this information in the email... <u>Name of Event:</u> KVMR Celtic Festival, Foothill Fibers Guild Booth <u>Description of Event:</u> Foothill Fibers Guild volunteers will demonstrate fiber arts including a Fleece-to-Shawl demonstration. <u>Date, Time:</u> List the dates from the setup time through the teardown completion. <u>Location:</u> Nevada County Fairgrounds, Grass Valley, CA <u>Does the venue need to be named as Additionally Insured?</u> NO. <u>Certificate Holder (usually the venue or venue owner):</u> The venue is the Nevada County Fairgrounds. The event producer is KVMR Community Radio which operates as a not-for-profit 501 (c)(3). This is their main fundraising event for the year. I believe that the certificate holder should be KVMR Community Radio, Nevada City, CA or the Foothill Fibers Guild, Nevada City, CA <u>Contact person and information for both the Guild and the Venue:</u> Guild contact is the KVMR-FFG Liaison,(insert name, email address, phone number here), the venue contact is: Marni Marshall, Celtic Fair Vendor Coordinator, <a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a> ; 530-798-9690	KVMR-FFG Liaison	Send email to: <a href="mailto:advisory@cnch.org">advisory@cnch.org</a>  The <a href="mailto:advisory@chch.org">advisory@chch.org</a> for 2019 was Erin Maclean. Include all the information listed to the left when requesting the insurance certificate. You will receive the certificate by email within 4 days to 3 weeks. Keep the certificate handy and then file it the e-files on the guild website.
Early Sept	Contact all volunteers to confirm attendance and communicate details. Sample message is attached at the end of this document.	KVMR-FFG Liaison	
Early Sept	Confirm location of FFG booth. Note that the location has often changes on the set-up day; however, it will be somewhere along "Marigold Lane".	KVMR-FFG Liaison	<a href="mailto:vendorcoordinator1@gmail.com">vendorcoordinator1@gmail.com</a>

Mid-Sept	Submit a PSA (public service announcement to KVMR to be read the week of the festival	KVMR-FFG Liaison	<a href="https://www.kvmr.org/submit-psa">https://www.kvmr.org/submit-psa</a>
CF Week	Procure all required items from their storage locations. Deliver these items to set-up area on Friday. <u>These are stored at Sue Robertson's house:</u> <ul style="list-style-type: none"> <li>• popup canopies x 2 (the new ones not the old ones)</li> <li>• bin containing "pop-up supplies" such as bungee cords and such;</li> <li>• large rugs x 2</li> <li>• folding guest chair</li> <li>• FFG banner;</li> <li>• folding "sandwich board" with FleecetoShawl notice</li> <li>• warped loom</li> <li>• fleece</li> <li>• drum carder with clamp (owned by guild)</li> </ul> <u>Borrow these items from guild members:</u> <ul style="list-style-type: none"> <li>• loom bench</li> <li>• folding table</li> <li>• large push broom</li> <li>• fire extinguisher (new or recently certified)</li> <li>• FFG business cards (from president?)</li> </ul>	KVMR-FFG Liaison	Sue Robertson 530-265-0447  Various guild members as needed if borrowing supplies
CF Fri	Meet at the Fairgrounds with all the items and set up the site. Verify location with the KVMR Organizer. Arrange the pop-ups for maximum shade for participants. Arrange to feature the Fleece-to-Shawl demo. Protect the loom and all equipment as needed. "Secure" items in one pop-up with the zipped curtains for the night.	KVMR-FFG Liaison plus 3 volunteers	Marni Marshall 530-798-9690 Shauna McKenna 650-346-4671
CF	<ul style="list-style-type: none"> <li>- Dress in some semblance of costume.</li> <li>- Engage with the public, promote fiber arts, raffle ticket sales and our guild.</li> <li>- Do not leave valuables in the booth overnight.</li> <li>- <u>Provide your own:</u></li> <li>- Sunscreen and/or hat;</li> <li>- Chair/stool/seat of some sort;</li> <li>- fiber activity (spinning wheel, spindle, knitting, kumihimo, sewing, etc.);</li> <li>- water &amp; food and/or cash to purchase such from vendors;</li> <li>- anything you might need, nothing is provided except the pop-ups &amp; large rugs;</li> <li>- optional: fiber-related items that can be hung from the popup for display such as handspun skeins, weaving, etc.</li> </ul>	All	
CF Sat am	Place a notice with description/photo/woven sample as a placeholder where the raffle items are displayed until it can be replaced by the finished shawl.	Fleece-to-Shawl Organizer or designee	

CF Sat	Fleece-to-Shawl Event: This event should be the feature for the day in our display.	Fleece-to-Shawl Organizer and volunteers	
CF Sun am	Present the finished shawl on stage to promote raffle sales.	Fleece-to-Shawl Organizer or designee	KVMR Raffle Organizer and/or Main Stage Manager
Mon am after CF	Meet at the Fairgrounds to take down the site. Must have one or more vehicles that can fit the items.	KVMR-FFG Liaison plus 2-3 volunteers	Must be completed before 11am on Monday.
After CF	Return all items to their storage locations	KVMR-FFG Liaison	
After CF	Update this document. Submit an electronic version to FFG web manager so that it is accessible for use.	KVMR-FFG Liaison	

## *Sample email to volunteers from KVMR-FFG Liaison to be sent early September...*

Hello! You are receiving this note because you are signed up for the Celtic Festival (CF) 2019. I am the KVMR-FFG Liaison this year and am sending you this confirmation and reminder with details below. Please let me know if you have any questions! I'm looking forward to sharing the fun with you.

### Attendance:

You are confirmed and will be able to attend both days without paying an entry fee by reporting to the volunteer booth after entering Gate 4.

### Parking:

You will be able to park in the "Vendor/Volunteer" area free of charge. Enter parking at Gate 4.

### Dates/Times:

Saturday, September 28th and Sunday, September 29th. The gates open at 10am. If you are participating in the Fleece-to-Shawl event, the event coordinator may ask you to arrive earlier. I will be there at 9am to ensure that everything is in place to get started. We typically staff our display until 6pm although you may stay into the evening if you choose. If you wish to attend any of the Friday evening activities, you must purchase tickets.

### FFG Location:

Our two popups will be located in the same general area as previous years, along "Marigold Lane" facing the main stage. Along with three other volunteers, I'll be setting up on Friday afternoon and taking down on Monday morning.

### Fleece-to-Shawl event:

Jan Evers (?) is coordinating this exciting, crowd-pleasing event. All communications to the participants have been and will be from her.

### Expectations:

- Dress in some semblance of costume, casually or full tilt - whatever you can pull together.
- On Saturday, the Fleece-to-shawl event/participants will be prominently featured in our booth.
- Engage with the public, promote fiber arts, raffle ticket sales and our guild.
- Do not leave valuables in the booth overnight.
- We have many volunteers this year so please be economical in space.

### What to bring besides your cheery, enthusiastic self:

- Sunscreen and/or hat;
- Chair/stool/seat of some sort;
- a fiber activity (spinning wheel, spindle, knitting, kumihimo, sewing, etc.);
- small rug for your spinning wheel (although there should be space on the lg rugs for your wheel);
- water & food and/or cash to purchase such from vendors;
- anything you might need as nothing is provided except the pop-ups with two large rugs;
- optional: fiber-related items that can be hung from the popup for display such as handspun skeins, weaving, etc.