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**NSF Volunteer Information Sheet**

***Thank you for offering your time and efforts for the Nebraska State Fair! Your time is very valuable to us, and we appreciate everything that you have to offer to make the Nebraska State Fair a success.***

**Volunteer Position: Cheer & Dance Exhibition Volunteer**

· **Check-In:**

* Your yellow name badge will be your gate admission into the fair. It is to only be used on days that you are volunteering.
* All volunteers are required to check-in with the volunteer coordinator at Volunteer Headquarters (VHQ) in the Pinnacle Expo Building prior to their shift.
* VHQ assistants will check you in and share the location of where your shift begins.

· **Location:**

* Strolling performances will begin along Cowboy Way, Northwest of the Big Red Barn. Stage performances will take place on the AGI Stage in the Family Fun Zone. More information about the staging area and bus parking will be shared once the layout has been determined.

· **Responsibilities:**

* Pick up the check-in sheet from VHQ and take it to the bus parking and check-in site.
* Check-in process (note that marching bands will also be arriving during this time, please coordinate with marching band volunteers)
* As teams arrive, have group leaders check in by filling out the check-in sheet.
* Ensure each participant has a wristband. If they are short wristbands, please provide them with more (extras will be with the check-in resources).
* Collect a copy of their performance music (unless they will be utilizing a phone/mp3 for their music).
* Give them their sign with their team name. Let them know that it is to be used in pictures and encourage them to carry it with them when strolling to let the audience know who they are.
* Remind them to be at the AGI stage (located in the Family Fun Zone) at least a half hour before their performance.
* Line up teams for their first strolling stop 5 minutes prior to their strolling time.
* Make a note of any teams who are late or “no-shows” on the check-in sheet and share this information at the end of your shift.
* Strolling stops:
* You will receive a strolling schedule and map with the check-in resources. Check which stops each team has signed up to perform at.
* Remind group leaders of the times/locations of their strolling stops (feel free to utilize the map given to you with your check-in resources).
* There will be a Cheer & Dance sign located at each performance stop and a sound system to hook music up to. Assist teams with getting set up as needed.
  + - Head to the AGI stage after the last school has finished strolling to assist with the stage portion of the day.
  + Stage performances:
    - You will receive a stage performance schedule with the check-in resources.
    - Assist teams with hooking up their music to the stage’s sound system.
    - After a team has performed, give the stipend check to the team leader and remind them to be at the parade staging area 30 minutes prior to the parade IF they are participating.
* Return all of the Cheer & Dance materials to VHQ after all teams are done for the day.
* If you have any questions or concerns during your shift, please feel free to contact Olivia Koenig at (612) 756-5483.

· **Requirements:**

* Indoors or Outdoors: Outdoors, standing.
* Lifting Requirements: No lifting is required.

· **Check-Out:**

* Volunteers do not need to check out at VHQ as the new system will automatically check you out.