



## Wausau Events Volunteer Position Descriptions

### SUMMER KICKOFF—JUNE 15

**Soda Sales:** Sell Soda (exchange of money)

### BALLOON & RIB FEST—JULY 12-15

**Beverage Ticket Sales:** Exchange of cash for beverage tickets in the beer tent area

**Kids Ride Ticket Sales:** Exchange of cash for a ticket to ride the animals

**Soda Sales:** Sell soda in exchange for money in the soda tent

**Bartending (Must be 18):** Distribute beverages to people in exchange for tickets

**Wristbanding:** A security officer will check ID's and you will put a wristband on those who are over 21.

**Chase/Grounds Crew:** Assist balloonists with set-up of balloons or follow the balloon to where they land. Can be strenuous work.

**5K Registration:** Early bird gets the worm! Come distribute race packets & numbers to those who are running in the 5K run Saturday morning!

### BIG BULL FALLS BLUES FEST—AUGUST 17-18

**Beverage Ticket Sales:** Exchange of cash for beer tickets

**Bartender (Must be 18):** Distribute beverages to people in exchange for tickets

**Wristbanding:** Place a wristband on attendees after the ID is checked to show they are 21+

All volunteers at the Balloon & Rib Fest and Big Bull Falls Blues Fest will receive a volunteer t-shirt and enough beverage tickets good for ONE beer or soda following their shift. Shifts are 3-4 hours and are fun! You can sign up with a friend and you both will be placed at the same time and same volunteer position. Volunteers at other events will receive a can koozie and other goodies.

**Thank you for your interest in volunteering with Wausau Events!**

### Contact

SARA HUJAR, EXECUTIVE DIRECTOR

✉ [execdir@ausauevents.org](mailto:execdir@ausauevents.org)

☎ 715-297-9531

📍 316 Scott Street • Wausau, WI • 54403

🌐 [www.wausauevents.org](http://www.wausauevents.org)

# Wausau Events Volunteer Guide 2018

This guide is designed to introduce you to Wausau Events and to provide a basic overview of policies and procedures, which provide guidance and direction. If you have any questions or need clarification of the information contained in this guide, please contact Wausau Events at 715-297-9531.

## POLICIES & PROCEDURES

### Attendance

As a volunteer, we depend on you to complete your shifts. Please alert Wausau Events via phone (715-297-9531) or email ([execdir@wausauevents.org](mailto:execdir@wausauevents.org)) as far in advance as possible if you are unable to attend your shift.

### Volunteer Personnel Files

Personnel files are confidential and consist of written documents retained by Wausau Events Staff and Board of Directors.

### Representing Wausau Events

Volunteers are only authorized to act as a representative of the organization if specifically tasked with this responsibility in their volunteer description. No public statements to the press, signing of contracts, entering into financial agreements, or forming partnerships with other organizations without consent of Wausau Events.

### Problem Solving Procedures

Please share your concern with a Wausau Events Board Member or Staff Member and we can all work together to solve the problem. You are not volunteering alone!

### Policy Against Harassment

Wausau Events is committed to maintaining a work environment free of unlawful harassment. Wausau Events policy prohibits harassment based on sex (including sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical conditions) and harassment based on race, religion, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex orientation or any other status protected by federal or state law or local ordinance or regulation. All such harassment is unlawful. Policy applies to all persons involved in the operation of Wausau Events (both employees and volunteers) and prohibits unlawful harassment by any volunteer/employee Wausau Events including supervisors and co-workers.

### Smoking

Smoking will only be allowed in accordance with state and local laws and ordinances.

### Solicitation

Solicitation by non-staff members for any reason at our events and venues is not allowed. Employees/volunteers may not solicit or distribute literature for various groups, organizations for reasons including charitable ones without advance permission of the Wausau Events Board of Directors.

### Alcohol Policy

Wausau Events will be giving volunteers for Balloon & Rib Fest and Blues Fest enough drink tickets for 1 drink for each shift worked as a thank you. The tickets are to be redeemed after the shift. We ask that you purchase tickets for any additional drinks you may require. Water will be provided during your shift.

### Substance Abuse

The possession, use or sale of illegal drugs is never acceptable in our business environment or the abuse of any type of drugs. If staff determines your performance is compromised, we reserve the right to remove you from your volunteer duty for the day.

### Consent and Release

I agree that Wausau Events (WE) shall be the exclusive owner of all rights in any images (defined as all photographs, videos, recordings or other media) taken of me or use my name in connection with WE. I hereby give Wausau Events permission to use, alter and/or license the images for any lawful purpose. I grant this release with no expectation of payment and acknowledge that my inclusion in WE activities constitutes sufficient consideration. I agree to make no claim against WE and to indemnify and hold WE harmless from any and all claims that I may have related to the images. I agree that the authorization and release is irrevocable, worldwide and perpetual, and will be governed by the laws of the State of Wisconsin. I represent and warrant that I am at least 18 years of age and have the full legal capacity to execute this release. If this authorization and release pertains to a minor, the parent/guardian signing below represents and warrants that he/she has the full legal authority to enter into this authorization and release on behalf of the minor.

Further, I certify that I am physically fit to participate in events. I accept there may be risks associated with participation in events, including the possibility of injury, death, illness or property damage.

Understanding the risks of the foregoing, I hereby release and discharge Wausau Events, its Board of Directors, volunteers, and all other sponsors of Wausau Events, their agents, representatives, employees, officers, directors, and successors from all claims or liabilities of any kind or nature resulting from, or arising out of, or incident to me while participating in Wausau Events activities.

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## Wausau Events Board of Directors

### Executive Board

President: Elizabeth Knight  
Vice President: Pete Valiska  
Treasurer: MaryAnne Groat  
Secretary: Terry Geurink

Amanda Ley  
Ann Werth  
Joani Lashua  
Sara Valiska  
Steve Busha  
Joe Mella  
John King  
Terry Sturm  
Tim Plevak

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## Contact

**Sara Hujar, Executive Director**  
715-297-9531  
[execdir@wausauevents.org](mailto:execdir@wausauevents.org)  
316 Scott Street, Wausau, WI, 54403



## 2018 Volunteer Application

*Please Note: Once your application has been received and reviewed, you will be contacted by Wausau Events with specific shift information and other pertinent information regarding the event(s) you have chosen. THANK YOU for volunteering!*

**First & Last Name:** \_\_\_\_\_ **Have you volunteered with WE before?** \_\_\_\_\_

**Mailing Address (Including Zip Code):** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**You will be contacted by email unless noted here:** \_\_\_\_\_ **T-Shirt Size:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Volunteer Experience:** \_\_\_\_\_

**EMERGENCY CONTACT - First & Last Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**PLEASE INDICATE ALL POSITIONS INTERESTED IN**

SUMMER KICKOFF Friday, June 15	BEER & BACON FEST Saturday, Sept. 22
___ Soda Sales (4:30-9:30 PM)	___ Mug/Water Station (12-3 PM)

BALLOON & RIB FEST – JULY 12-15, 2018			
Thursday, July 12	Friday, July 13	Saturday, July 14	Sunday, July 15
___ Bev Ticket Sales ___ Kids Ride Ticket Sales ___ Bartending ___ Wristbanding ___ Grounds Crew  <b>Time of day available?</b> _____	___ Bev Ticket Sales ___ Kids Ride Ticket Sales ___ Bartending ___ Wristbanding ___ Grounds Crew  <b>Time of day available?</b> _____	___ 5K Registration (6-8 AM) ___ Bev Ticket Sales ___ Kids Ride Ticket Sales ___ Bartending ___ Wristbanding ___ Chase/Grounds Crew  <b>Time of day available?</b> _____	___ Take Down (9 AM – Noon)

BIG BULL FALLS BLUES FEST – AUGUST 17 & 18, 2018	
Friday, August 17	Saturday, August 18
___ Bev Ticket Sales ___ Bartending  <b>Time of day available?</b> _____	___ Bev Ticket Sales ___ Bartending  <b>Time of day available?</b> _____

By submitting the volunteer application, volunteer agrees to bear full responsibility and full liability for any and all damages or injury which might result from volunteering at any Wausau Events, Inc. events. Volunteer also releases and agrees to hold harmless and indemnify the staff and directors of Wausau Events, event sponsors and their insurance carriers from any and all claims, actions or damages without any limitation whatsoever, whether consisting of personal injury and/or personal injury and/or property damage that results in any way from any act of the volunteer while attending or volunteering any Wausau Events, Inc. events. In addition, volunteer agrees to the Consent and Release Agreement featured on the 2018 Wausau Events Volunteer Guide on the previous page.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_