



## 2025 Volunteer Checklist

Welcome! Thank you for volunteering with the Tucson Festival of Books. A successful Book Festival only happens with your energy and support. We look forward to working with you!

### General Expectations:

- ☐ **Bring your enthusiasm & courteous demeanor!** YOU are the face of the Festival!
- ☐ **Enter volunteer shifts into your calendar as soon** as you receive confirmation.

### Volunteer Communications:

- ☐ **Check for email updates often** (email is our primary method of communication)
- ☐ You will receive the following emails after your registration has been processed:
  - ☐ Welcome email(s) from Liaisons (one for each area for which you volunteer)
  - ☐ Emails regarding training opportunities & walk-throughs, as required
  - ☐ Email with reporting details as your shift time nears
- ☐ **Please check your junk folder often!**
- ☐ **Please read** all communications completely!

### Cancel or Reschedule:

- ☐ **Please inform us ASAP** if you must cancel/reschedule:
  - ☐ Contact Volunteer Liaisons (welcome email(s) provide contact info)
  - ☐ Or email [volunteersupport@tucsonfestivalofbooks.org](mailto:volunteersupport@tucsonfestivalofbooks.org)
- ☐ If you need to reschedule, please be flexible, as available slots may be limited

### Volunteer Training:

- ☐ **Walk-Throughs > Saturday, March 1, 2025 OR Sunday, March 9, 2025**  
**Time:** Beginning at 8:30 a.m. > 1 ½ to 2 hours in length  
**Breakout Sessions for each volunteer area will follow**  
**Where:** Begins on the north end of "The Canyon" walkway  
*between UArizona Bookstore & Student Union*
- ☐ **Children & Teen Orientation** will take place **ONLY** following the **Saturday, March 1, 2025** walk-through in the College of Education building.
- ☐ **2025 Know Before You Go > Essential to review**, if you plan to wear a volunteer t-shirt during the Festival and cannot attend a walk-through!

### Parking for Volunteers (and Festival goers):

- ☐ **NEW > All** garages & 2 premium surface lots will cost **\$10/day** during the Festival  
**EXCEPTION: Second Street Garage is reserved for Authors ONLY!**
- ☐ All surface lots on campus are free during Festival weekend (unless otherwise posted)
- ☐ Refer to the [Volunteer HQ Navigation Map](#) for more information.

### Volunteer Check-in:

- ☐ **Volunteer HQ >> UA Student Union Memorial Center | USS Arizona Lounge**, unless informed otherwise. See [Student Union Main Level Map](#) for more details
- ☐ **Review job responsibilities** (provided by email) once more before you arrive
- ☐ **Arrive 30 minutes early**, allowing ample time to park and get to Volunteer HQ.

### What to Wear & Bring | What NOT to bring:

- ☐ Volunteer T-shirt (received at check-in)  
*Consider wearing a top over which you can easily slip the t-shirt*
- ☐ Comfortable slacks, jeans, shorts, etc.
- ☐ Comfortable shoes (You may be required to stand/walk for extended periods)
- ☐ Sun visor or hat and sunscreen
- ☐ [Grayscale Map with QR codes](#)
- ☐ **Leave valuables at home** – there is no security for purses, briefcases or purchases
- ☐ **No pets please** > officially registered service animals only

### Important Items to Note:

- ☐ **Information Booths serve as Lost and Found > Blue flags with ⓘ & INFO BOOTH**  
*Includes lost children & parents!*  
All lost & found items will be moved to Student Union Info Desk for pickup
- ☐ The University of Arizona is a [Weapons-Free Zone](#) and a [Tobacco-Free Zone](#)

### EMERGENCY INFORMATION

- **Is it life-threatening? Call 911.**
- **For non-life-threatening situations:**
  - > Go to your Liaison
  - > Find a volunteer with radio (*red polo/neon vests*)
  - > Find an Info Booth / Med Tent



**Again, thank you for volunteering!!! We could not do this without you!**

Bimi Huebner, Kathi Kleinman, Crystal Renfrow, Margaret Brucato

**Tucson Festival of Books Volunteer Co-Chairs** / [volunteers@tucsonfestivalofbooks.org](mailto:volunteers@tucsonfestivalofbooks.org)

#### FOOD TRUCKS NORTH OF THE STUDENT UNION

- ★ Great Food
  - ★ Quick Pick-up Lines for busy Volunteers
  - ★ Close to Volunteer Check-In
  - ★ Roaming entertainment
- South side of Second Street Garage**

Visit us at [TucsonFestivalofBooks.org](http://TucsonFestivalofBooks.org)

Connect with us on **Facebook, Twitter, Instagram, TikTok**