

2026 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
- If you need to reschedule, please be flexible, as available slots may be limited

Volunteer Training:

- Walk-Throughs > Sunday, March 1, 2026 OR Saturday, March 7, 2026**
Time: Beginning at 8 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 **Sunday, March 1, 2026** walk-through in the College of Education building.
- [2026 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!

TFOB Parking Map (for volunteers and Festival goers):

- NEW > All** garages & two 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)


Volunteer Check-in:

- Volunteer HQ >> UA Student Union North Side Patio area.
See [Volunteer Check In/HQ 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](#)
- Volunteers must understand and communicate the University of Arizona's [Clear Bag Policy](#)

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!

Jim Critchley & Kathi Kleinman

Tucson Festival of Books Volunteer Co-Chairs / volunteers@tucsonfestivalofbooks.org

PRIORITY FOOD LINES FOR VOLUNTEERS, FRIENDS & AUTHORS

- ★ *Beyond Bread on the north side.*
- ★ *Revisit/reload this document a day or two before the festival to see if more have been added.*

You must be wearing your Volunteer T-shirt or have a friends wristband

Visit us at TucsonFestivalofBooks.org
Connect with us on [Facebook](#) and [Instagram](#)