



Volunteer Handbook – *download a copy for your records*

Welcome! Thank you for volunteering with the Tucson Festival of Books. We look forward to working with you and know a successful Book Festival only happens with your energy and support. Please read **all** the information carefully and email volunteers@tucsonfestivalofbooks.org with questions.

General Expectations:

- Enthusiasm and a positive, courteous demeanor
- Ability to use mobile app to assist in answering questions – training is provided at Walk-Through sessions
- Punctuality: arrive on time for your shift
- Be prepared: know your job responsibilities and shift time

Volunteer Communications:

- Email is our method of communication—please check often for updates
- After registration, you will receive an online confirmation followed, within a few days, by a Welcome Letter containing the volunteer shifts for which you have registered.
- The next communication will be closer to the Festival when Volunteer Liaisons will begin emailing more details. If you signed up for more than one type of job, you will receive emails from each area. **Please read all communications carefully.**

Volunteer Training:

- All volunteers are asked to attend **one** Festival Walk-Through held on the UA campus. You will choose between and receive a reminder email about the dates a week prior: mark your calendar for one of **Sunday February 26, Saturday March 4, or Sunday March 5**, all beginning at **8:30 a.m.** and lasting 1 ½ to 2 hours. We meet in the large walkway between the UA Bookstore and Student Union on campus. The morning will begin with TFOB app training followed by job specific details, and then a campus Walkthrough. Apps are downloaded free at the Google Playstore or Apple iStore.

Festival Parking:

- All surface lot parking on campus is free during Festival weekend, however, parking fees will be collected at Cherry, Sixth St, Main Gate, and Tyndall garages.
- The 2nd Street Garage is reserved for authors and is not available for volunteers during the Festival

Volunteer Check-in:

- *Unless informed otherwise*, Volunteer Check-in will be in the Student Union, Pangea Restaurant – follow signs to Volunteer Headquarters in the southwest corner of the Union.

What to Wear:

- Volunteer T-shirt received at check-in
- Comfortable slacks, jeans, shorts, capris or skirt
- Comfortable shoes – be prepared to stand and/or walk
- Sun visor or hat and sunscreen
- Leave valuables at home – there is no security for purses, briefcases or purchases

Cancel or Reschedule:

- If you must cancel or reschedule, contact your Volunteer Liaison at the email provided or volunteers@tucsonfestivalofbooks.org **as soon as possible**
- If rescheduling, please be flexible about a new assignment as available slots may be limited.

Pets at the Festival:

- Service animals only, please!

Festival Information:

- The TFOB website – TucsonFestivalofBooks.org – great source of general information to review in advance - Festival maps, schedule of events, parking information and much more
- The mobile app, Apple or Android!!
- The Festival Program Guide is published by the Arizona Daily Star on Sunday preceding the event. A limited number of inserts will be available at the Festival Info Booths; we suggest you purchase a copy of the newspaper in advance to ensure you have a personal copy.

Again, thank you for volunteering!!! The Tucson Festival of Books relies on the generous donation of your time, energy and support – we could not do this without you. We are grateful for your choice to participate in our volunteer program.

Sara Baker, Lindy Mullinax & Mike Ritz
Tucson Festival of Books Volunteer Co-Chairs
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