

FESTIVAL VOLUNTEERS

LOCATION: Butler Field in Grant Park – just west of DuSable Lake Shore Drive, bordered by Monroe, Columbus and Jackson.

Festival Assistants/ Roaming Volunteers

(Rovers)-Supervised by Volunteer Coordinator

- Check in with all vendors/tents in the Festival to ensure that everything is running smoothly. Assist as needed.
- Check in with volunteer tent for specific tasks as soon as you have completed your task.
- Keep a lookout for lost participants. If you see someone who appears to be lost or have lost someone, ask that person to wait with you and return them to the Communications Tent.
- Return to volunteer tent at the completion of each job to be given another assignment.

Information Tent

Supervised by Volunteer Coordinator

- Answer Bike the Drive participants' frequently asked questions about the event and the festival.

Volunteer Tent

Supervised by Volunteer Coordinator

- Assist the Volunteer Coordinator in checking in volunteers and distributing volunteer T-shirts and other materials.
- Help answer volunteers' questions.

Day-of Registration Tent

Supervised by Registration Manager

- Help take day-of registrations via QR code or iPad and computer provided to you by your manager.

T-shirt Pick-Up Tents

Supervised by Registration Manager

- Distribute event T-shirts to paid participants and collect their shirt voucher.

Active Transportation Alliance Village and

VIP Tent / Supervised by Membership Director

Membership Tent:

- Talk about the work of and the benefits of membership in ActiveTrans, sell memberships and merchandise, answer bicycling-related questions.

All Festival Volunteers must check in at the Volunteer Tent, located on the northeast corner of Jackson and Columbus in Butler Field.

VIP Tent:

- Assist with members, sponsors, vendors and other invited participants. Aid in setup and teardown and other necessary event tasks.
- Clean tables when necessary.

30-Mile Club:

- Check rider routes on smartphone apps to confirm 30-mile club.
- Present riders who have completed the whole 30-mile loop with a reward.

Pancake Breakfast Tent

Supervised by Breakfast Manager

- Assist in taking tickets or cash.
- Maintain orderly waiting lines.
- Make sure trash is disposed of properly.
- Keep tables and surrounding area tidy.

Beer Tent / Supervised by Beer Tent Manager

- Assist checking IDs.
- Maintain orderly waiting lines.
- Make sure trash is disposed of properly.
- Make sure that no beer leaves the designated beer area.

Coffee Tent / Supervised by Coffee Tent Manager

- Assist handing out Hexe Coffee.
- Maintain orderly waiting lines.
- Make sure trash is disposed of properly.

Water Station

- Help riders refuel their tank with water!
- Restocking the water station periodically for riders coming off of the course.

Green Team / Supervised by Rest Stop

Managers or Festival Manager

- Volunteers will be stationed at our rest stops to help ensure that all recyclables and compostables are disposed of correctly. Help us minimize our environmental impact!



Lost and Found is located in the Festival at the Information tent.



Need a Restroom? Each rest stop and check point has port-o-lets. Or request Volunteer accommodations or a SAG vehicle to come take your spot while you go to restroom.



Need additional help during your shift, contact your **Volunteer Manager.**



If you experience harassment or discrimination and would like to report it, scan this QR code. An Event Manager will reach out to you following the event.