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THE UNIVERSITY
OF ARIZONA
Arizona Daily Star

TMC
HEALTH

Tucson
Festival
of Books

MARCH 4-5, 2023

TUCSONFESTIVALOFBOOKS.ORG

2023 Volunteer Checklist (Updated 2/26/2023)

Welcome! Thank you for volunteering with the Tucson Festival of Books. We know 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.
- ☐ All volunteers are expected to adhere to current [University of Arizona Covid Protocols](#).

Volunteer Communications:

- ☐ **Check for email updates often** (email is our primary method of communication)
- ☐ At a minimum, the following communications will be sent following volunteer registration:
 - ☐ Automated confirmation email
 - ☐ Welcome email/s from Liaisons (one for each area for which you are volunteering)
 - ☐ Emails regarding training opportunities & walk-throughs, as required
 - ☐ Reminder email as your shift time nears
- ☐ **Please check spam often!**
- ☐ **Please read** all communications carefully!

Cancel or Reschedule:

- ☐ **Please inform us ASAP** if you must cancel/reschedule:
 - ☐ Contact Volunteer Liaisons (see welcome email/s for contact info)
 - ☐ Or email volunteers@tucsonfestivalofbooks.org
- ☐ If rescheduling, please be flexible, as available slots may be limited

Volunteer Training:

- ☐ **Walk-Throughs** > 2 opportunities offered
 - Dates:** Saturday February 18, 2023
Sunday February 26, 2023
 - Time:** Beginning at 8:30 a.m. > 1 ½ to 2 hours in length
Breakout Sessions for each volunteer area will follow
 - Where:** Begins in "The Canyon" walkway between UArizona Bookstore & Student Union
- ☐ **Children Teen Orientation** will take place following the **February 18th** walk-through in the College of Education building.


NOTE: If/when wearing a volunteer t-shirt during the festival, it is important to have some basic Festival knowledge so that you can answer questions from festival goers.

Please check the [Volunteer-in-the-Know](#) document
for the latest Informational Resources!
(essential if cannot attend a walk-through)

Parking for Volunteers / Festival goers:

- ☐ All surface lots on campus are free during Festival weekend (unless otherwise posted)
- ☐ Parking Garage Access during the Festival:
 - ☐ Free > Park & Highland (north of Speedway)
 - ☐ \$5/day > Cherry, Sixth St, Main Gate, Tyndall, South Stadium
- ☐ **NOT AVAILABLE > Second Street Garage** (*reserved for authors*)
- ☐ Refer to the [Volunteer Check-In Map](#)

Volunteer Check-in:

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- ☐ **UArizona Science-Engineering Library** (*unless informed otherwise by area liaisons*)
744 N. Highland Ave (see [Volunteer Check-In Map](#))
>>>> Look for blue inflatable wavy men on north & south ends of entrance walk-way <<<<
 - ☐ **Review job responsibilities** (and all communications) once more before you arrive
 - ☐ **Arrive 15 minutes early**, allowing ample time to park and get to Volunteer Check-In

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, 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
- ☐ **No pets please** > officially registered service animals only

Important Items to Note:

- ☐ **Information Booths serve as Lost and Found** (*including lost children & parents!*)
At the end of each day, lost & found items will be moved to Student Union Info desk
- ☐ The University of Arizona is a [Weapons-Free Zone](#) and a [Tobacco-Free Zone](#)
- ☐ **For non-emergency issues:**
 - ★ contact your liaison
 - ★ go to an info booth
 - ★ look for someone in a red festival polo
- ☐ **Call 911 for emergencies**

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

Bimi Huebner & LaDonna Aronoff

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

NEW IN 2023

VISIT THE FRIENDS & VOLUNTEER TENT

- ★ *Group gathering opportunity*
- ★ *A shady place*
- ★ *Snacks & water*
- ★ *Photo ops*

Located on the mall between the Main Stage & TMC Tent

Visit us at TucsonFestivalofBooks.org
Connect with us on **Facebook, Twitter, Instagram, TikTok**