

2010

**EVENT LEADERS
&
VOLUNTEER STAFF
HANDBOOK**

2010 A“maize”ing Corn Festival
August 20, 21, & 22, 2010

*Sponsored by the Revitalization of Youngsville (ROY)
People who want to help improve the economic future of Youngsville*

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Welcome!!!

Thank you for giving your time to participate in Revitalization of Youngsville's (ROY) Fifth annual Corn Festival. Volunteers are essential to the smooth functioning of the Festival. You play a critical role in ensuring a pleasant experience for our participants and visitors.

ROY was established by Youngsville area businesses and community members. Our mission is to enhance a safe, friendly, family focused environment and develop a healthy economy by utilizing our local assets and outside resources.

One of ROY's many goals is to change the image of the downtown by having festivals that kindle community pride and improve the downtown's economy.

Youngsville is a family oriented community with a rich history closely tied to the building of our nation, plus breath-taking natural vistas, abundant wildlife, and many creative people. In the year 2013, Youngsville will have existed for 200 years. We feel that people from all over are looking for a piece of what we have.

The fifth annual Corn Festival, August 20, 21, and 22, 2010 seeks to provide a venue for visitors from PA, NY, and Ohio. Although the Festival will benefit our downtown, it will also impact area farmers, musicians, crafters, artists, restaurants, campgrounds, motels, churches and service groups.

Your Role As Volunteer Staff

Arrival Time and Reporting

Please be present on the day you are scheduled to work. Many people are depending on your assistance. If you are unable to fulfill your commitment, or if you must leave early, call your Event Leader as soon as possible, so that your duties will be adequately covered. Your event leader's phone number is listed on page 7.

Please arrive approximately 20 minutes before your scheduled time to begin, in order to allow yourself time to check with your event leader and get to your assigned area. You will receive an identification button. Your event leader will give you a specific assignment and schedule your break and lunch hour (if applicable). Questions about your assignment should be directed to your Event Leader.

We ask that all volunteer staff wear Festival T-shirts and their festival button on the days you work. If there are any questions that can't be answered by the Event Leader, please ask your Area supervisor. We encourage you to pick up your T-shirt prior to the Festival, but if that is not convenient, you can get it at the corn central operation's tent located near the Galley Restaurant. Your cost is \$10. Please preorder from Helga Laibacher, 563-4959 at least two weeks before the festival so there is time to order.

At the end of your shift please allow approximately 20 minutes before leaving your post to ensure a smooth transition. Tell your Event Leader that you are leaving your assigned area.

Parking

There is free parking at Island Park, at the electric company and at the schools.

Security

Security of vendors, volunteers, and all participants' tools, supplies, and instruments are their own responsibility. Please look out for the welfare of the festival's signs, tools, supplies, and instruments and look out for other's property. When participants go to lunch, please watch your areas and equipment carefully. (Security of merchandise in the Craft Sales Area requires special diligence; if

you are working in this area please be especially vigilant). Do not leave any area unattended; if you must leave for any reason, notify the Event Leader or Area Supervisor.

The security of your possessions is equally important. Please avoid bringing valuables to the site. Small bags that secure around the waist are highly recommended.

If you observe a theft in progress do **not** attempt to intervene. Notify your Police Chief Todd Mineweaser 563.7555 immediately or go to the nearest business and someone working there will contact the appropriate authorities.

Note: Festival sponsors are not responsible for the loss or theft of personal property.

Press Inquiries

Included in this handbook you will find a press release. If members of the press ask you questions, if you are comfortable, talk to them. Also, for further information please direct them to the Corn Central Operation's Tent located near the Galley Restaurant.

Cleanliness and Garbage

Security and cleanliness are everyone's responsibilities. During the day, please check your immediate area for trash. With an event of this size, it is important that we all, as volunteers, help out with maintaining the Festival site. If trash cans require emptying, please empty them. Trash bags are in the trash bins. To empty, pull out the full trash bag and find another one to pull up at the bottom of the can. Borough dumpsters are located at the driveway to the fire hall and on Ford Street. For aid, contact your Area Supervisor.

Emergency Situations

Lost children (as well as lost parents!) should be escorted to the Corn Central Operation's tent. **Found items** should be brought to the Operation's tent; direct all individuals seeking lost personal property to inquire there.

Life/safety issues require rapid response. Notify your Area Supervisor immediately if you observe any theft, fire, injury, property damage, vandalism, or any threat to safety.

First aid assistance for injured staff, participants, and visitors is available by contacting the Fire Hall or call 911. Please be alert to participants and visitors who appear to be suffering from a medical emergency and immediately contact your Area Supervisor.

Lunch

Lunch is on your own. Please do not leave on lunch break without notifying your Event Leader. Fire police have Chris Myers assigned to assist with lunch and bathroom breaks 814-730-0166.

Changing Assignments

If you are not enjoying your assignment, consult with your Area Supervisor. Often an agreeable exchange can be made.

Clothing

Please wear casual, comfortable clothing and shoes. Sunglasses, a hat or a lightweight jacket may also be appropriate depending on the weather. Sunscreen and insect repellent should be considered as well as a personal water bottle.

We ask that all volunteer staff wear their **Corn Festival T-shirts**. (to purchase call Helga 563-4959.)

Weather

The Corn Festival will take place rain or shine. To protect yourself we encourage you to bring an umbrella or a tent / canopy. Tents may be set up the previous night if desired. Please check with your Area Supervisor.

Media Coverage

We are doing a lot of marketing/advertising. To be included in press releases we encourage you to submit information about your organization's event before our deadlines. Please ask Nancy Holmberg 814.563.7966 for dates. A press release is a short description about your event (who, what, where, when, how) and entry forms that may be needed.

Corn Festival Frequently Asked Questions

1. What is the mission of the Festival?

The corn festival is a community wide celebration of Youngsville's heritage and pride in its community. This two day event, planned to bring visitors to downtown, shares the proceeds of numerous activities to support the revitalization effort.

2. Who are the sponsors?

The primary sponsor is Revitalizations of Youngsville Organization (ROY). Assisting with the event is: The Galley Restaurant, The Borough of Youngsville, Youngsville Churches, The Rouse Estate, Warren Electric Cooperative, Inc., Blair Corporation, National City Bank, the Warren County Commissioners, Ellwood National Crankshaft, Warren Times Observer, Whirley, Numerous Youngsville Businesses & Non-Profit Organizations, and the Warren County Visitors Bureau.

3. Who is the Revitalization Of Youngsville (ROY)?

ROY is a partnership made up of people from the churches, businesses, and organizations of Youngsville and the surrounding area. _ROY committees work on the extensive planning, promotion and to fund the revitalization effort for the entire year preceding the festival. Some of the costs included in putting on the festival are for the bands, entertainment, rides, advertising, office expenses, prizes, and more.

Please donate to help defray some of the costs of the festival:

Please make checks payable to the Revitalization of Youngsville Corn Festival Fund:

Revitalization of Youngsville
Gary Franklin
R.O.Y. Treasurer
Warren Electric Company
320 East Main Street
Youngsville, PA 16371

4. How did ROY pick the Festival musicians, artists, and presenters?

Selection was done by the Corn Festival committee, which is a sub-committee of the ROY Promotion committee,

5. What fees or charges can people expect to pay?

Admission to the Festival and most events are free, although donations are encouraged. Donation boxes are placed near the various events and activities. There are charges for food and beverages. The admission fee for the corn maze is \$3.00 single and \$10.00 family payable at the entrance of the maze.

7. Are downtown businesses allowed to participate in the Corn Festival?

We encourage all businesses to participate, especially by setting up outside their premises. Business owners and family members can set up a sale, display, or booth of any kind. Please try not to compete with your fellow downtown businesses. To find out what item others are selling, please contact the festival committee vendor chairman Anita Cohan at 814 -730-2899.

8. Are outside vendors allowed to participate in the Corn Festival?

Food, arts, crafts and other items will be sold from designated areas on Main Street. All items must be pre-approved by the committee. Because one of the goals of the festival is to promote downtown businesses and we want vendors to be profitable, items competing with other vendors and Youngsville businesses will not be accepted. Sometimes the committee will make allowances. Committee vendor chairman Anita Cohan at 814 -730-2899.

9. What about parking?

Public parking is available at the high school, at the elementary school, at the Lutheran Church, at the borough building, the REA (Warren Electric Company), and at most church lots. Please see attached maps.

Shuttle trolley will operate on Saturday, August 21 running from the elementary school with drop-offs and pick-up at Youngsville TV. Donations accepted. Also, there is a trailer drawn hay wagons running back and forth to and from the Davis Field Corn Maze, corn husk dolls, re-enactors events to Holmberg's Hair Salon Parking Lot on 235 East Main Street. Visitors have a choice of walking or riding to the field.

8. Where are the restrooms?

One Port-a-let will be located at the Kids' "Corn"ival, on East Main, two at the Davis Street Corn Maze, and one on Railroad Street. There is a Handicapped port-a-let located on Railroad Street beside TJ Videos. Also, many businesses will have their restrooms available. Ask your Area Supervisor.

9. What are the dates and times for the festival?

Friday, August 20 – 6:30 PM – 11:00 PM

Saturday, August 21 - 8:00 AM - 10:00 PM

Sunday, August 22 – 10:00 AM-4:30 PM

Check the map and schedule for exact event times and locations

10. Who are Festival Personnel?

A large number of people are coordinating aspects of the Festival. Festival leadership and workers include:

ROY President – Nancy Holmberg 814-779-9136

Festival Committee –Cathy Brown, 563-7192 or cell: 730-0166, Helga Laibacher, Barb Luce, Harold Luce, Joanne Oviatt, John Shaughnesy, Al Watson, Cheri Watson, Dan Johnson

Festival Manager/Director – Cathy Brown, local business owner is in charge of operations during the festival, communications and oversees all events

Area Supervisors - Persons assigned to oversee one of four primary areas of the Festival. They are in charge of their areas **hospitality**, helping visitors and community members feel welcome. Also, check their areas to make sure things are running smoothly, and that people are keeping their individual area clean. At the end of the event on Saturday, pick up all signs in your area and take to Cathy Brown, at the Galley Restaurant. Area Supervisors are available to be a contact person for the Event Leader in case of emergencies and unusual circumstances:

1. Corn Central Area Supervisor – Helga Laibacher 814-706-8889
2. “Corn”ival Area Supervisor – Donna Murphy 563-4294, cell: 814-688-2014
3. Corny-ville Area Supervisor – Jim Farr 814-563-7870

Managers of Corn Fields

Davis Street Field Corn Maze	Anne Hernandez, 814- 563.3241
Davis Street Field Re enactors	Ian Ashbaugh cell 814-706-1234 Store 814-563-3400
Fly over - demos and tours at airport	John Terassi
Wilder Museum Display	Manager 563.7773

Event leaders - Persons assigned to one of the events who oversees volunteer staff and using their own judgment ensures that operations flow smoothly

- **Awards:** Cathy Brown 563 - 7192
- **Church Baskets Chinese Auction:** Helga Laibacher 703-8889
- **Corn Caller:** Barb Luce 563-4936
- **Corn Eating Contest:** Cathy Brown, 563-7192,
- **Corn Cob Creek Race:** Lisa Marino Cell
 - Corn Cob Numberer – Lisa Marino
 - Corn Cob Catcher- Ian Ashbaugh 563. 3400
 - Corn Cobs Releaser into Creek– Noah Myers & Friend / ROY & Pearl
 - Race Judges: Maureen Skerda & Cindy Lindemuth
- **Corn Festival MC:** Scott Nelson 563-4044 & John Shaughnesy 688-9147
- **Corn Maze:** Anne Hernandaz 563-3241
 - Corn Maze Builder - Ian Ashbaugh 563. 3400
 - Corn Cob Dolls &
 - Story telling: –
- **Donation Cans distributor:** Elaine West, 563-7285 (put cans on the buggy and wagon rides and other prominent areas and then collect them)
- **Honorees Tent:** Linda Sivak 730-2465

- **Horse Drawn Buggy:** Susie Haupin 563-9897
- **Hot Buttery Corn Sales-** St. Luke Church –Kim McFate
- **Motorcycle Cruise-In:** Fred Carter 563-7205, Jack Hodges 563-4473.
- **Parade Event Leader:** Jean Zock 563-7807
 - Division I guide -
 - Division II guide -
 - Division III guide -
 - Division IV guide –

- **Police Chief Todd Mineweaser**
 - ◆ Traffic Control Captain: Ken
 - ◆ Security:
 - ◆ Medical Emergency:

- **Parade Judges** –Lynn Martin 563–9025, 723-1000, 814-730-1344, Anita Cohan Cell 730.2899, Kathy Reitingner 730-3086

- **Pay Bands:** Paul Eisert

- **ROY & Pearl Contest:** **Cathy Brown** 814-730-0166

- **R.O.Y. Corn Central Booth:** Helga Laibacher 706-8889
 - Welcome people
 - Helps people with emergencies / keep things running smoothly
 - Gives directions
 - Sales of t-shirts, hats, etc.
 - Sell 50/50 tickets
 - Sell raffle tickets
 - Sell corn cob numbers for corn cob creek race
 - Circulate and collect marketing surveys
- **Sell raffle tickets:** (walk around crowd and sell tickets)
 - Linda Sivak 563 – 9064
 - Steve Zock 563-7807
- **Set UP** – Cathy Brown 563-7192
- **Small town games:** Cathy Brown 563-7192
- **Tear Down** - Cathy Brown 563-7192
- **Tents:** **John Shaughnesy**
- **Vendors / crafters / artisans/ Food Vendors** - Cherri Watson 563- 9236
- **Welcomes politicians, EG&G,others:** Chris Myers 730-3632
 - **Hostess:** Jolie Ambrose 814-688-1492

Participants - Bluegrass musicians, entertainment, crafts people, food vendors demonstrators, etc. who will be selling, performing or demonstrating.

Volunteer Staff - The very important folks who make the Corn Festival a truly fun, friendly, and spectacular event for Youngsville, Pennsylvania.