



# Portland Roots Festival Volunteer Packet

*"Meeting the affordable housing needs of the community and creating a pathway to homeownership."*



## **Portland Roots Festival**

*Portland Roots Festival* is PCRI's first culturally specific food festival. We are raising funds to promote healthy living through healthy food choices and activities by tapping into the rich and ancient sustainable food practices of the African people. We will highlight the different yet similar avenues these ancient practices took through the celebration of food practices of African-American, Afro-Caribbean, Afro-Latin, and African Diaspora populations of Portland, Oregon.

At the celebration, we will have food vendors, art, and performances from the above mentioned populations. Community partners of PCRI will be present and accessible through information booths.

Our residents will be there to present their healthy food access journey through the following programs offered through PCRI in the past year: gardening, nutrition education, and Children's Healthy Eating and Active Living Camp.

We are interested in getting volunteers (for the day of the event). This small contribution of time would result in increased knowledge of and access to healthy foods, sharing culture, and awareness of healthy living resources and information in our community.

Questions about *Portland Roots Festival*? Contact Aly'ce Brannon-Reid at [alyce@pcrihome.org](mailto:alyce@pcrihome.org) or 503-282-1359.

### **Event Details**

Sunday, September 1, 2013  
12:00 p.m. – 8:00 p.m.

Pioneer Courthouse Square  
701 SW 6th Avenue, Portland, OR 97204

Free Admission

The event will feature local performers, a key-note speaker, African, African-American, Afro-Latin and Afro-Caribbean food vendors, local non-profits, and micro-entrepreneurs.

We expect about 5,000 people to attend the festival and we invite you to be a part of it.

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## Volunteer Positions

*Portland Roots Festival* will have eight standard volunteer roles. Information about the roles and the responsibilities connected with them are set forth in position descriptions.

- Greeting Table: This role involves being at one of our entry booths. Volunteers who work in this role will greet people who arrive. Provide people with the map of the event. Most importantly they should be welcoming and friendly.
- Information Booth: This role involves answering basic information about the event. Volunteers who work this role will provide people with maps, history of the initiative, and resources to continue the initiative.
- Booth Check In/Out: This role involves assisting the booths present at the event. There will be three different tables the vendor, performance, and volunteer table. Volunteers who work in this role will help them sign in, let them know where they need to be, and provide basic assistance for them.
- Activity Leaders: This role involves helping with PCRI's interactive booths. By either participating in the booths, hosting a booth, or assisting the booths with any help they may need (e.g. cooking demo, kids craft session, interactive booth exhibits/games)
- Peace Keepers: This role involves keeping the festival clean and maintained. Volunteers will be walking around being able to answer questions, guide people in the right direction, and maintaining the appearance of the festival. Volunteers will either pick to help setup or close the event.
- Guides: This role involves being positioned in areas that are not available for people to enter and guiding them to the appropriate entries. Volunteer will be able to answer questions, encourage people to enter, and make sure people are using the correct entries.
- Production Team: This role involves being able to communicate to all the volunteers and relaying information to the lead in each department. Volunteers will assist any roles that may need additional assistance. They will also assist production staff with any help they might need.
- Set Up/ Take Down: This role involves helping set up for the festival. Or helping take down for the festival. Volunteers will help set up booth, help vendors, hand signs, etc.

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### Contact Information

Applicant name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Primary phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Other phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

Best method and time to reach you: \_\_\_\_\_

Emergency contact person name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Primary phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Other phone: ( ) \_\_\_\_\_ - \_\_\_\_\_

When are you available to volunteer for the Festival?(check all that apply)

10:30-11:30am \_\_\_\_\_ 11:30am- 2:30pm \_\_\_\_\_ 2:30pm-4:30pm \_\_\_\_\_

4:30-6:30pm \_\_\_\_\_ 6:30pm-8:30pm \_\_\_\_\_ All Day \_\_\_\_\_

What volunteer positions are you interested in doing? (Check all that apply)

\_\_\_\_\_ Information Booth \_\_\_\_\_ Greeting Table \_\_\_\_\_ Booth check in/out \_\_\_\_\_ Activity Leader

\_\_\_\_\_ Peace Keeper \_\_\_\_\_ Guide \_\_\_\_\_ Production Team \_\_\_\_\_ Setup/Take down

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