



Volunteers Needed

RAINIER BEACH Harvest Fest



Location:
8825 Rainier Avenue South
Seattle, WA 98118

Date | Time
26 October 2025 | 2pm - 5pm

We need help with :

- Set-up
- Tear Down
- Registration/Information Booth
- Mascots
- High School Teams (CSL Credit)
- Entertainment
- Arts & Craft
- Beach Fresh "Food"
- Marketing
- Fundraising
- Graphic
- Public Safety



Join Us !

For more information visit us at:

www.champsseattle.org





Volunteer Descriptions

Setup Team

- Ensure parking lot is roped off parking before 9:30am
- Set up parking lot between 9:30am – 1:30pm
- Set out all traffic cones by 12pm
- Direct placement equipment from tent and porta-potty vendors
- Put up "No Parking" signs by 12pm
- Set up canopies, tables, and chairs
- Event decorator arrive by 10am to begin decoration
- Hang banners, backdrop, yard signs and sandwich boards

Tear Down Team

- Ensure all garbage and recyclables are in bins
- Take down all canopies, tables and chairs
- Collect all banners, backdrops and signs
- Corral all parks department equipment, heat lighting brackets, and traffic cones for pick up

Registration/Information/Volunteer Booth Team

- Post registration & information sign on top of canopy
- Post QR Code Sandwich Board near booth
- Provide great customer service
- Ensure each station has mask and hand sanitizer
- Share event information (information will be at the table)
- Act as lost and found (missing kids go to DJ booth for announcement), other found things stay for retrieval

Mascots Manager

- List and obtain contact information for mascots
- Make contacts where possible schedule
- Brainstorm and research all potential mascots (Cookie Monster, Mariner Moose, Ivar's Dancing Clams, etc)
- Research and enter contact information on a spreadsheet
- Make contacts where possible and schedule mascots

High School Teams

- Work with Love Station to take ownership and manage artistic displays and activities
- For with Entertainment Team on music, signing and dancing
- Recruit volunteers for booth support and candy deliveries
- Recruit volunteers for booth staffing
- Recruit volunteers for set up and tear down

Entertainment Team

- Review sound equipment needs for tent
- Coordinate sound, emcee and all entertainment
- Review kid entertainers, storytellers, magician, bubble artist, etc
- Ensure entertainers needs are met
- Review entertainment schedule and announce entertainment line up
- Manage stage to ensure schedule is maintained, security of stage
- Make announcement of lost trick or treaters and lost and found

Arts & Craft Team

- Decorate parking lot, walkways and center
- Brainstorm arts & crafts tables and activities
- Recruit Love Station booth leaders

Beach Fresh "Food" Team

- Lay out food, beverage, and snacks for volunteers
- Due to COVID we must serve food to volunteers
- Keep area clean, sanitized and wear gloves
- Maintain any garbage and recycling appropriately
- Replenish candy at booths

Marketing Team

- Distribute posters, flyers and yard signs
- Post to social media: Facebook, twitter, instagram, etc.
- Draft press advisory
- Arrange in-kind media sponsors for commercials and ads
- Call media and radio station

Fundraising Team

- Use contact list for fundraising 3-4 months prior to event
- Follow-up with funder response from registration list
- Post fundraising material on social media
- Solicit fundraising efforts with your circle
- Maintain spreadsheet with goal, approved and actual contribution

Trunk or Treat

- Register cars and theme for the event
- Document the information on spreadsheet
- Provide drivers with registration, information and FAQ
- Review cars upon arrival and direct to space

Graphic Team

- Modify logo
- Design Social Media components
- Design sponsors "commercial"
- Ensure all sponsor logos are incorporated into the poster
- Design banners, yard signs, posters, leaflets and fliers

Public Safety Team

- Hold training meetings before event
- Establish information Booth and "ID Your Kid" booths
- Ensure adequate fire extinguishers on stages and in info booths
- Hold an all-hands safety briefing at 1:30pm before event officially begins
- Provide SPD photos of public safety/security team leaders
- Patrol the site throughout the event in groups of 2-3, but never alone
- Manage crowd and vehicle traffic