



PORCHFEST 2021 VOLUNTEER SHEET

Thank you for volunteering as a porch monitor for Winchester's first-ever community music festival! Your role is to help make sure that everything runs smoothly and that everyone has a great time!

Please arrive at your assigned porch no later than 45 minutes before the first performance.

- 1) Ask your host if there are any guidelines they would like performers and audience members to follow (eg. where the band should set up, areas of lawn that are OK for spectators, and where people should park).
- 2) Help performers set up or watch equipment during set up as needed.
- 3) **Manage parking.** This is a key part of the porch monitor's job. As much as possible, please make sure that no-one parks along the street in front of the host's property (performers may choose to unload there before moving their car). *On smaller streets, the fire department has asked us to make sure all cars park only on one side of the street.* This will ensure everyone's safety and good sightlines for the performances.
- 4) Answer any questions from the audience as best you can! The location of other porches and performers can be found by using the QR code on the lawn sign.
- 5) Take pictures or videos of porchfest performances. Please send them via <https://transfer.pcloud.com> to Shukong (shukong@gmail.com) Getting the lawn signs in the pictures is a plus.
- 6) Enjoy the music and other performances!!

Notes:

- There should be at least one volunteer at each host venue at all times.
- Under current MA guidelines, masks are *optional* for all performers and spectators.
- T-shirts can be purchased on the Porchfest website: www.porchfest.win
- All performances end by 5:30pm (this could be important info for neighbors!)
- Hosts are under NO obligation to allow performers/spectators inside their homes. As needed, you can direct people to downtown businesses for bathroom facilities.

Other info:

There are up to four (4) time slots at each venue. There are 30 minutes between sets to prepare for the next band. Not all porches are hosting for all slots. Recommended timing is:

- 12-1 (11:30-12 for setup; 1-1:10 to clear stage)
- 1:30-2:30 (1:10-1:30 for setup; 2:30-2:40 to clear stage)
- 3-4 (2:40-3:00 for setup; 4:00 - 4:10 to clear stage)
- 4:30-5:30 (4:10-4:30 for setup; 5:30-6 to clear venue)

Any questions, please contact Catherine at ceacurtis@gmail.com or via text at 781-526-1102.