**2016 Cinco de Mayo “Celebrate Culture” Festival**

**Volunteer Group Shift Schedule Worksheet**

Organization Name

Project Manager

Booth Number Booth Location

* This is a suggested shift schedule; you may create your own timeline, as long as it allows for five volunteers in the booth during the open hours of the festival. Encourage your volunteers to arrive 15 minutes early, and allow ample time for parking and finding your booth.
* Festival Hours are: Saturday, May 7 10 a.m. – 8 p.m

Sunday, May 8 10 a.m. – 8 p.m.

* Project Managers & Booth Supervisors must attend the required training session [date TBD]

|  |  |  |
| --- | --- | --- |
| **Saturday, May 7** | **Shift A (9:30 AM – 3:00 PM)** | **Shift B (3:00 PM – 8:30 PM)** |
| Supervisor (starts at 9AM) |  |  |
| #1 |  |  |
| **#2** |  |  |
| **#3** |  |  |
| **#4** |  |  |

|  |  |  |
| --- | --- | --- |
| **Sunday, May 8** | **Shift A (9:30 AM – 3:00 PM)** | **Shift B (3:00 PM – 8:30 PM)** |
| Supervisor (starts at 9AM) |  |  |
| #1 |  |  |
| **#2** |  |  |
| **#3** |  |  |
| **#4** |  |  |

#### PLEASE COMPLETE AND RETURN BY APRIL 8, 2016