



BGS CICLOVIA VOLUNTEER EVENT DAY INSTRUCTIONS

NAME: _____ CELL NUMBER: _____

ASSIGNMENT: _____ & _____ east to west & back.

START TIME: _____ FINISH TIME: _____

**Please review the website carefully for all event related details. Familiarize yourself with information booth and emergency service locations. Contact jesi@bouldergreenstreets.org to find out your time and assignment location and duties.*

ALL VOLUNTEERS SHOULD CHECK IN 15MINS BEFORE THEIR ASSIGNMENT at the BGS 24th Street Information Booth. There you will be able to pick up your volunteer goodie bag and t-shirt!

If you can't find us, are running late, or have an emergency please contact:
Event Manager and Volunteer Coordinator: Jesi Vandeputte #[720.470.7966](tel:720.470.7966)
or BGS Executive Director: Hillary Griffith at #[720.422.3354](tel:720.422.3354).

RESPONSIBILITIES:

Your primary responsibility is to protect and assist Event Participants have a successful experience through traffic marshal duties, bike patrol, and information booth assistance. You accomplish this by informing visitors and assisting in emergency situations. You may be stationed at an informational booth (which also sells gear, offers emergency assistance, water and basic first aid), be riding the route offering on route support, or be stationed at a barricade as a traffic marshal.

In an emergency, (see **Emergency Protocol** bellow) contact on site EMT's or the event ambulance and Director immediately. Assist staff and emergency vehicles using your own common sense. In performing this task please be mindful that as a member of the BGS crew, you are acting in an important public relations capacity. Therefore, please be considerate and diplomatic but clear and firm when and where needed. Keep people calm and familiarize yourself upon arrival with your surroundings and nearest support staff and services.

Bike Patrol also have the responsibility aiding event staff (other traffic marshals, vendors, and activity leaders in solving problems or getting information). In performing this task please be mindful that as a BGS volunteer are working in partnership with our vendors, sponsors and visitors to have a positive experience. Good relations, communication and patience will all be needed.

It is particularly important that marshals working at the end or beginning of the event are stationed exactly at closure points. Last year we did have problems with a few angry drivers trying to get through barricades and into the streets posing a threat to vendors setting up. In addition, barricades must stay in position until ALL vendors are cleared off the street. You should assist vendors as they enter the event space to load up reminding them to drive carefully and slowly and all allow no other vehicles.

BOULDER GREEN STREETS

EMERGENCY PROTOCOL:

1. If the injury is **severe or life threatening call 911** immediately. At least four (4) Bike EMT's will be moving through the event through the day. These volunteer emergency service providers will also have access to an ambulance located at 19th St & Spruce St.
2. If the injury is minor but needs attention call Jesi Vandeputte at [720.470.7966](tel:720.470.7966) to have event medics dispatched. Also, there is a police station at 16th & Pearl. Police will otherwise be attending the event walking and cycling when needed.
3. If you find a person in a car needing to cross the route please inform them that road is closes from 15th to Folsom St and that they can cross there. If the person insists in crossing the route at that point, please contact Jesi Vandeputte at [720.470.7966](tel:720.470.7966).

EVENT DAY CONTACT PHONE NUMBERS:

Media: Hillary Griffith, [720.422.3354](tel:720.422.3354) Contact if a member of the media is unescorted or needs more event information.

Volunteer Coordinator: Brian Crawford, [303.947.5689](tel:303.947.5689) (24th)

Day of Event Coordinators:

General Event: Jesi Vandeputte, [720.470.7966](tel:720.470.7966) (15th)

Parade Coordinator: Niki Eway: [646.431.0667](tel:646.431.0667) (15th)

Fashion Show Coordinator: Myriah Conroy: [303.938.1042](tel:303.938.1042) (15th)

BGS Director/Event Manager: Hillary Griffith: [720.422.3354](tel:720.422.3354) (24th)

Organic Alley Food Pavillion: Steve Hoffman Tel: [303.807.1042](tel:303.807.1042)

BIBA Tent: [303.443.3322](tel:303.443.3322)

PARKING: Please do your best to arrive at the event by alternative means (bike, walk or take the bus). If you must drive please park in the shopping center parking lot at between 28th & 26th at Pearl in the shopping center or at 15th Street from Walnut. From there walk/bike to the Folsom street information booth for check-in. You must bring your waiver with you (please print your own copy online before coming).

DETAILS: Remember your sunscreen, a hat, and water bottle. Plan to bring your own bike, helmet, etc., if needed and make sure it is in proper working order.

BREAKS: If you need a bathroom break a volunteer will be cycling around for that purpose. If you need help, please contact Jesi Vandeputte at [720.470.7966](tel:720.470.7966). Bathrooms are located between 23rd and 24th on the north side of Pearl.

YOU MUST WEAR YOUR BGS BIKE PATROL T-SHIRT AT ALL TIMES. PLEASE CHECK IN AND OUT AT THE 24th STREET INFORMATION BOOTH 15 mins BEFORE YOUR SCHEDULED START TIME.

Please sign here to show that you have read this information form carefully and hand in to the volunteer supervisor upon check-in for your shift.

Name _____ date _____