

Volunteer Guidelines & Code of Conduct

revised 2025.09

For all Tucson Kitchen Musician Association (TKMA) events, including the Tucson Folk Festival

Volunteer shifts...we fill volunteer positions using **Sign-Up Genius**. You'll receive an automatic email **reminder from Sign-Up Genius** 72 hours before your shift. It will contain your shift time, volunteer location, and final details. Please allow enough time before your shift starts to get to the event site and check-in at the volunteer table or tent *30 minutes before your first shift* of the day.

While we have some floating volunteers for each of our events, if you can't make your shift for *any reason*, *please* try to find your own replacement before contacting us.

Pets...many of our events are held in pet-free locations, so please keep your pets at home when volunteering. Even if the venue allows pets, we want you to be focused on your volunteer role. Thank you for understanding.

Weather...most events go on rain or shine, hot or cold. Check the weather forecast before heading out! We suggest dressing in layers, and if it's sunny, bringing your hat, sunglasses, sunscreen, and comfortable walking shoes.

You represent us...As a volunteer, you are the public face of TKMA. You likely will be greeting people, promoting the Festival, and/or handling money during your shift. With this in mind, don't consume alcoholic beverages or any other substances that could impair your judgment before or during your shift.

You'll wear your volunteer shirt for all of your shifts. If you don't have one yet, let us know, and we'll do our best to get it to you at your first event.

Hospitality...At the majority of our fundraisers and at the Festival, Volunteers have access to Volunteer hospitality. This ranges from a beverage ticket at a fundraiser venue to a well-stocked hospitality tent at the Festival. You'll receive details before the event.

Keep it fun & friendly...We want everyone to have a great time, so please help us create a welcoming, inclusive space by treating others with kindness and respect. When we look out for each other, the Festival and Associated events stay safe, positive, and fun for all. Bring attention to detail and professionalism to your shift — and most of all, have **FUN!**

Additional Guidelines for the Tucson Folk Festival

We expect about 20,000 people in attendance over this festival weekend to enjoy 150 performances by 450 musicians across 6 stages. The festival still is *free* to the public...supported by grants, member donations, and merchandise sales at the event.

And, of course, it wouldn't be possible without volunteers like you!

Please review all of the information below and contact **Melissa Hall-Cohn** or **Desiree Brown** if you have any questions.

REGISTER TO VOLUNTEER FOR THE TUCSON FOLK FESTIVAL
(link will be live in January, 2026)

Volunteer Orientation

We have an in-person **volunteer orientation** on Friday, April 10, 2026 at 1 p.m. in Jacome Plaza in Downtown Tucson.

We'll meet *near the big red sculpture on Jacome Plaza in front of the Joel Valdez Library*. For your map apps, the address is 101 N. Stone Avenue, Tucson, AZ 85701.

At the orientation, we'll have volunteer t-shirts available for pick-up. We'll cover the space, schedule, volunteer roles, and event offerings. We'll also answer any questions you have.

Even if you can make the in-person orientation, please spend a few minutes on the festival website (www.tucsonfolkfest.org/) to familiarize yourself with the parking, stage schedules, event offerings, and other details about the festival. You can pick up your shirt and a festival program with this information when you check in for your first shift.

VOLUNTEER CHECK-IN MAP

TUCSON FOLK FESTIVAL

101 N Stone Ave Tucson, AZ 85701



RECOMMENDED PARKING GARAGES

El Presidio Garage 160 W Alameda (\$5)
Public Works Garage 50 W Alameda (\$5)
Main Library Parking 45 W Alameda (\$7)
Pennington Garage 110 E Pennington (\$5)

THANK YOU TO OUR EVENT PARTNERS



MAKE A DONATION ONLINE TO
SUPPORT THE FESTIVAL!
TUCSONFOLKFEST.ORG/

STAGE SCHEDULE

1. JÁCOME PLAZA STAGE

Fri 6 PM - 9 PM Songwriting Competition
Sat 12 PM - 9:30 PM, Sun 11:30 AM - 8:30 PM

2. WILDFLOWER STAGE Young Artists, Family Show

Sat 12 PM - 6:45 PM, Sun 11:30 AM - 6:45 PM

3. NORTH CHURCH STAGE

Sat 12 PM - 8:00 PM, Sun 11:30 AM - 6:45 PM

4. PRESIDIO MUSEUM STAGE

Sat 12 PM - 6:45 PM, Sun 11:30 AM - 6:45 PM

5. COURT STAGE

Sat 12 PM - 6:45 PM, Sun 11:30 AM - 6:45 PM

6. TELLES STAGE

Sat 12 PM - 6:45 PM, Sun 11:30 AM - 6:45 PM

WORKSHOPS & SONG CIRCLES

Sat 12 PM - 5 PM, Sun 12 PM - 4 PM

Volunteer Shifts

Reminder...you will receive an automatic email **reminder from Sign-Up Genius** 72 hours before your shift. It will contain your shift time, volunteer location, and final details. Please allow enough time before your shift starts to get to the festival site and to check-in at the volunteer tent 30 minutes prior to the start of your first shift of the day.

While we do have some floating volunteers, if you can't make your shift for *any reason*, *please* try to find your own replacement before contacting us.

Volunteer Preparation & Parking

The Festival is a rain or shine event. In case of rain, come in for your shift and follow directions given by Staff on the spot. You can identify Festival staff by the shirts they are wearing that say STAFF in large letters on the sleeves.

Getting Here-Parking

Volunteer Check-In & Protocol

Please **check in at the Volunteer Tent** located on Jacome Plaza just west of the Joel Valdez Library at 101 N Stone Avenue.

After you check in at the tent, you will be directed to your volunteer assignment and have some time to go over any questions you might have with staff or volunteer leads.

Water and snacks will be available to you throughout the weekend at the hospitality tent next to the Volunteer Tent and Kitchen Store.

First aid for volunteers will be available at the Volunteer Tent, and each stage has a basic first aid kit in the supplies box.

During your shift...become familiar with the event surroundings, location of bathrooms, exits, etc. It's better to say "I'm not sure, let me find out for you!" vs. making something up. If you don't know the answer to something, just ask a Staff member or Lead.

Stay flexible...The Festival is an exciting, fast-paced environment where things can change on a dime. It's a huge help to us when volunteers are patient and understand that we may need them to do a different task than they'd originally been assigned. If you're asked to do a task that you are uncomfortable doing (like moving a heavy box or speaking with an artist about a vendor issue) or if you have an urgent need to change your assignment, please let a Staff member or Lead know.

Volunteer FAQs

Where should you direct performers who have questions beyond the location of bathrooms, etc.?

Performer check-in is at the Kitchen Store tent in Jacome Plaza. Performers are *not required* to check in before their performances, but if they would like the Festival to sell their CDs or vinyl, they must check in the merchandise at the Kitchen Store since that is the only place festival volunteers are trained to handle sales.

Performers also may pick up their free performer program and name badge at the Kitchen Store, if they would like.

Basic **performer hospitality** including snacks and drinks are available at each stage. A more robust hospitality area for volunteers and performers is in the area next to the Volunteer tent and Kitchen Store. This green room location also is where performers can check in instruments to be stored in a guarded location.

Should a performer at a stage location have questions regarding the stage or their performance, please direct them to a stage crew volunteer or a staff member.

What should you do if someone comes to you with a lost person or item?

Lost children should NOT be moved from the area the child was found. If possible, inform a Staff member or the management team without moving the child. You also may ask another volunteer to find a Staff member or management team member while you stay with the child.

Please take lost items to the Kitchen Store on Jacome Plaza.

What should you do if there's an emergency in your area?

In the event of any possible threat to safety – including theft, fire, injury, property damage, protest, or other demonstration, contact your FESTIVAL Staff immediately. A First Aid box for minor injuries is available at Volunteer check-in and at each stage. If serious, call 911 and immediately inform Festival staff.

In the event of extreme weather conditions such lightning or high winds, an announcement will be made to all Staff, volunteers, participants and Festival attendees. Volunteers are required to assist in securing the site. Please do not leave without informing the Festival Staff.

What should you do if someone exercises their First Amendment right to free speech at the festival site?

Since the Festival takes place in public plazas and streets, free of charge, anyone can exercise their First Amendment right to free speech at our Festival site. However, petitioners must remain outside of stage and vendor areas and per City of Tucson ordinance, it is required that petitioners or free speech individuals or groups move about the area instead of remaining stationary.

These petitioners are *not* endorsed by Tucson Folk Festival or its parent organization, Tucson Kitchen Musicians Association. Proselytizing, haggling, soliciting business, or engaging in disrespectful noise-making activity that disrupts neighbors, stages, or Festival audiences will not be tolerated. If you observe any such disruptions, please approach Festival Staff for assistance.

Volunteer Check-Out

Once your shift is complete, please come back to the Volunteer tent for your choice of a beverage ticket or raffle ticket! The beverage tickets are good for alcoholic and non-alcoholic drinks at the festival's beer and beverage tents. The raffle ticket is good for an entry in one of the raffles at the Information booth.

THANK YOU

The Festival Staff and the entire TKMA board is honored to have your support and so appreciative of your time. THANK YOU for making the Tucson Folk Festival possible!