

THE SIXTH ANNUAL COLUMBIA WATERFRONT FALL FESTIVAL VOLUNTEER REGISTRATION



SATURDAY, SEPTEMBER 13, 2014

*BROUGHT TO YOU BY
CARROLL GARDENS ASSOCIATION, INC.*

A Not for Profit Organization

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GENERAL INFORMATION

The Sixth Annual Columbia Waterfront Fall Festival will be held on Saturday, September 13, 2014 from 12 PM – 5 PM on Columbia Street (between DeGraw and Union Street) & Union Street (between Columbia and Hicks Street).

ABOUT THE FALL FESTIVAL

The Columbia Waterfront Fall Festival is a family-friendly, annual festival held every second week of September in South Brooklyn's Columbia Waterfront neighborhood. For the past six years, we've attracted a diverse crowd by advertising and reaching out to online and print media to provide strong local coverage. Admission is always **FREE**. It is a day of fun for all with children's activities, entertainment, shopping, and more.

ABOUT THE ORGANIZER

Carroll Gardens Association, Inc. (CGA) is a Neighborhood Preservation Company that has been serving the neighborhoods of Southwest Brooklyn for 43 years. CGA's mission is to foster a community where all residents, workers, and visitors of Southwest Brooklyn's neighborhoods, regardless of income-level, can live, work, and thrive. CGA began the annual Fall Festival in 2007 with the mission to produce a free, high-quality, annual festival that promotes the diversity, vibrancy, and life of the Columbia Waterfront neighborhood; to promote the businesses of Southwest Brooklyn to local and regional audiences; and to contribute to the overall quality of life for Southwest Brooklyn community members.

FALL FESTIVAL GUIDELINES

Please thoroughly read the guidelines outlined below.

GENERAL FESTIVAL INFORMATION

Date: Saturday, September 13, 2014

Rain date: The festival will be held **RAIN OR SHINE**. However, CGA reserves the right to cancel the festival in the event of extreme weather. You will be notified by 6 PM the night before via the telephone number provided on the registration form.

Location: Union Street (between Hicks Street and Columbia Street) and Columbia Street (between Union Street and DeGraw Street)

Festival Hours: 12 PM – 5 PM

Vendor Set-Up: 9 AM – 11:30 AM

Vendor Break-Down: 5 PM – 6 PM

VOLUNTEER SHIFTS AND DESCRIPTIONS

Shift 1: 9 AM – 12 PM

- Based out of CGA's main office at 201 Columbia Street.
- Escort vendors to their designated spot after they sign in.
- Distribute fliers and other organizational materials.

Shift 2: 12 PM – 3 PM

- Address festival attendees' basic inquiries regarding the event, directions, etc.
- Distribute fliers and other organizational materials.

Shift 3: 3 PM – 6 PM

- Based out of CGA's main office at 201 Columbia Street.
- Address festival attendees' basic inquiries regarding the event, directions, etc.
- Distribute fliers and other organizational materials.

VOLUNTEER EXPECTATIONS

By becoming a volunteer for CGA's Sixth Annual Columbia Waterfront Fall Festival, you become a representative of CGA for the day. All volunteers must be respectful and courteous at all times.



SIXTH ANNUAL COLUMBIA WATERFRONT FALL FESTIVAL
VOLUNTEER APPLICATION
DUE: FRIDAY, SEPTEMBER 5, 2014

Please fill out the form below. All applicable fields are required to process the application.

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Email: _____

Please select shift:

Shift 1 (9 AM – 12 PM)

Shift 1 (12 PM – 3 PM)

Shift 1 (3 PM – 6 PM)

By **September 5, 2014**, hand-deliver or mail your completed application to:

Carroll Gardens Association, Inc.
201 Columbia Street
Brooklyn, NY 11231

Included are the annual Fall Festival Guidelines. The undersigned certifies that he/she understands and will adhere to all guidelines.

Signature

Print Name

Date

CGA will confirm your volunteer participation via the phone number or email address provided.

If you have any questions, please feel free to contact us via phone (718-243-9301) or email (info@carrollgardensassociation.com)!