



Westfest

***Fund Your
Non-Profit,
School Group,
Church Group.***

OPERATION GIVING

WHAT IS OPERATION GIVING?

Operation Giving is a funding plan established to help non-profits, school groups, church groups, or any 501(c)3 organization.

Participating groups take ownership of various areas of service at Westfest. In return, Westfest makes significant donations to those groups.

OPERATION GIVING

--The Plan

HOW DOES OPERATION GIVING WORK?

Westfest has established project zones at the festival requiring volunteer personnel. There are about 40 of these pre-determined project zones, each requiring anywhere from 2 to 8 volunteers. Groups can take ownership of these zones by agreeing to provide volunteers to satisfy the zone requirements.

WHAT ARE THE TYPES OF ZONES?

There are several zone types. These include selling pivo tickets, selling admission tickets, monitoring and facilitating the admission of patrons, and more.

WHAT IS OWNERSHIP OF A ZONE?

Ownership means taking charge of the zone. Each zone requires a full day of volunteers. With your ownership, your group agrees to provide the necessary volunteers to take care of that zone for the entire day. Your ownership makes certain that each volunteer is properly trained to execute the functions of your zone and that each volunteer is properly accredited as a volunteer with Westfest.

CAN AN ORGANIZATION OWN MORE THAN ONE ZONE?

Absolutely! In fact, Westfest encourages groups to obligate to more than one zone. As an example, a group could ask for ownership of all the Pivo selling zones for a day. Or for the entire festival, provided they can produce that many volunteers.

WHO DETERMINES THE NUMBER OF VOLUNTEERS NEEDED?

Westfest determines the number of volunteers needed for each zone. Typically, each zone is divided into approximate 3-3 1/2 hour shifts. As an example, if a zone has a requirement of 2 volunteers at a time, and there are 4 shifts, that zone will require 8 volunteers to complete the day.

WHAT IS INVOLVED IN TRAINING VOLUNTEERS?

Training is very simple. Volunteers need to be able to operate a very simple electronic terminal to conduct sales. Most volunteers in the past have learned to use them in less than 5 minutes. To use a cliché, "It ain't rocket science."

WHAT ARE THE REQUIREMENTS FOR VOLUNTEERS?

Most of the zones will require that volunteers be at least 18 years of age, particularly those selling pivo and admission tickets. Those handling the gate monitoring need to be high school age with at least one adult per zone. For more information, please refer to the Zone Descriptions later in this document.

HOW CAN MY GROUP APPLY?

Westfest will be providing a link at westfest.com at the appropriate time to begin accepting applications for these services. Groups that participated last year will be shown priority. Those groups wanting multiple zones will be shown priority as well. Westfest, however, will have the final authority in assigning zones based on what is in the best interest of the festival.

HOW DOES MY GROUP RECEIVE ADMISSION AND PARKING PASSES?

Passes are provided to all volunteers and are sent in the form of emails with QR Codes. These are scanned at the gates for admission. Parking passes will be provided as well. It is important that all of your workers register as volunteers at Westfest.com. This will ensure that all email addresses are correct and that passes reach their proper destination. Volunteers working more than one shift per day will only receive one (1) pass for that day. Volunteerism is not a mechanism for earning festival admission for family and friends as Westfest provides ample opportunity for volunteers.

HOW DOES MY GROUP RECEIVE FUNDS?

Each of the zones will have a monetary amount attached to it. These are shown in the Zone Descriptions which are included in this document. The amounts shown are the proposed donations Westfest will make to your group when all funding amounts are approved in November following the festival. These are finalized at a regular general Westfest meeting. As pre-approved donations, participating groups do not need to apply for funding as do other organizations. Checks are presented at a special presentation event at a date later in November following the approval of funding.

OPERATION GIVING ZONES

Friday

PIVO 1	PIVO 2	PIVO 3
2 SHIFTS OF 2 4 Total	2 SHIFTS OF 2 4 Total	2 SHIFTS OF 2 4 Total
\$400	\$400	\$400

BUTIK
2 SHIFTS OF 4 8 Total
\$800

GATE 1A	GATE 1B	GATE 4A	GATE 4B
2 SHIFTS OF 2 4 Total			
\$400	\$400	\$400	\$400

GATE 5	GATE 3	TICKET TAKER 1	TICKET TAKER 4
6 SHIFTS OF 1 6 Total	6 SHIFTS OF 1 6 Total	2 SHIFTS OF 3 6 Total	2 SHIFTS OF 3 6 Total
\$600	\$600	\$600	\$600

Saturday

PIVO 1	PIVO 2	PIVO 3	PIVO 4
4 SHIFTS OF 2 8 Total			
\$800	\$800	\$800	\$800

BUTIK
4 SHIFTS OF 4 16 Total
\$1600

GATE 1A	GATE 1B	GATE 4A	GATE 4B
4 SHIFTS OF 2 8 Total			
\$800	\$800	\$800	\$800

GATE 5	GATE 3	TICKET TAKER 1	TICKET TAKER 4
6 SHIFTS OF 1 6 Total	6 SHIFTS OF 1 6 Total	4 SHIFTS OF 3 12 Total	4 SHIFTS OF 3 12 Total
\$600	\$600	\$1200	\$1200

Sunday

PIVO 1	PIVO 2	PIVO 3	PIVO 4
4 SHIFTS OF 2 8 Total			
\$800	\$800	\$800	\$800

BUTIK
4 SHIFTS OF 4 16 Total
\$1600

GATE 1A	GATE 1B	GATE 4A	GATE 4B
4 SHIFTS OF 2 8 Total			
\$800	\$800	\$800	\$800

GATE 5	GATE 3	TICKET TAKER 1	TICKET TAKER 4
6 SHIFTS OF 1 6 Total	6 SHIFTS OF 1 6 Total	4 SHIFTS OF 3 12 Total	4 SHIFTS OF 3 12 Total
\$600	\$600	\$1200	\$1200

ZONE DESCRIPTIONS

PIVO ZONES 1, 2, 3 & 4

- **FRIDAY:** Each zone has 2 shifts with 2 volunteers. **TOTAL: 4 volunteers per zone**
- **SATURDAY OR SUNDAY:** Each zone has 4 shifts with 2 volunteers. **TOTAL: 8 volunteers each day.**
- Each zone will receive a donation of \$400 on **FRIDAY** and \$800 on **SATURDAY** and/or **SUNDAY**
- Each volunteers will operate an electronic terminal to record sales of both cash and credit card.
- Volunteers will sell both Pivo tickets and Westfest Mugs.
- Each booth is equipped with air conditioning for volunteer comfort.
- Volunteers will be handling cash and need to follow the instructions in the Zone Notes.

****Zone 3 will be located near CW Pavilion on Friday. Will be moved to West Pavilion on Sat. & Sun.**

Shifts on Friday**

5PM - 8:15PM
8:15PM - 11:30PM

Shifts on Sat./Sun.

11AM - 2PM
2PM - 5PM
5PM - 8:15PM
8:15PM - 11:30PM

BUTIK ZONE

- **FRIDAY:** Each zone has 2 shifts with 4 volunteers. **TOTAL: 8 volunteers per zone.**
- **SATURDAY OR SUNDAY:** Each zone has 4 shifts with 4 volunteers. **TOTAL: 16 volunteers each day.**
- Zone will receive a donation of \$800 on **FRIDAY** and \$1600 on **SATURDAY** and/or **SUNDAY**.
- Each volunteers will operate an electronic terminal to record sales of both cash and credit card.
- Volunteers will sell swag items in the Butik.
- Butik is equipped with air conditioning for volunteer comfort.
- Volunteers will be handling cash and need to follow the instructions in the Zone Notes.

Shifts on Friday

5PM - 8PM
8PM - 11PM

Shifts on Sat./Sun.

11AM - 2PM
2PM - 5PM
5PM - 8PM
8PM - 11PM

GATE ZONES 1A, 1B, 4A & 4B

- **FRIDAY:** Each zone has 2 shifts with 2 volunteers. **TOTAL: 4 volunteers.**
- **SATURDAY OR SUNDAY:** Each zone has 4 shifts with 2 volunteers. **TOTAL: 8 volunteers each day.**
EXCEPTION. On Sunday Only, Gate Zone 4A will have a 5 hour shift beginning at 6AM until 11AM to accomodate the 5k Race. It will require 2 volunteers and will garner an additional \$500.
- Each zone will receive a donation of \$400 on **FRIDAY** and \$800 on **SATURDAY** and/or **SUNDAY**.
- Each volunteers will operate an electronic terminal to record sales of both cash and credit card.
- Volunteers will sell Adult, Child and Military admission and issue Armbands.
- Each booth is equipped with air conditioning for volunteer comfort.
- Volunteers will be handling cash and need to follow the instructions in the Zone Notes.

Shifts on Friday

5PM - 8PM
8PM - 11PM

Shifts on Sat./Sun.*

11AM - 2PM
2PM - 5PM
5PM - 8PM
8PM - 11PM

* See EXCEPTION in Description

TICKET TAKER ZONES 1 & 4

- **FRIDAY:** Each zone has 2 shifts with 3 volunteers. **TOTAL: 6 volunteers.**
- **SATURDAY OR SUNDAY:** Each zone has 4 shifts with 3 volunteers. **TOTAL: 12 volunteers each day.**
- Each zone will receive a donation of \$600 on **FRIDAY** and \$1200 on **SATURDAY** and/or **SUNDAY**.
- 2 volunteers will assist guest with putting on armbands and 1 volunteer will monitoring admission.
- No electronic terminals are required to be operated.
- Air conditioning is not available for these zones but shade will be provided.
- Volunteers will NOT be handling cash.
- Each zone will have a security officer to assist with contraband.

Shifts on Friday

5PM - 8PM
8PM - 11PM

Shifts on Sat./Sun.

11AM - 2PM
2PM - 5PM
5PM - 8PM
8PM - 11PM

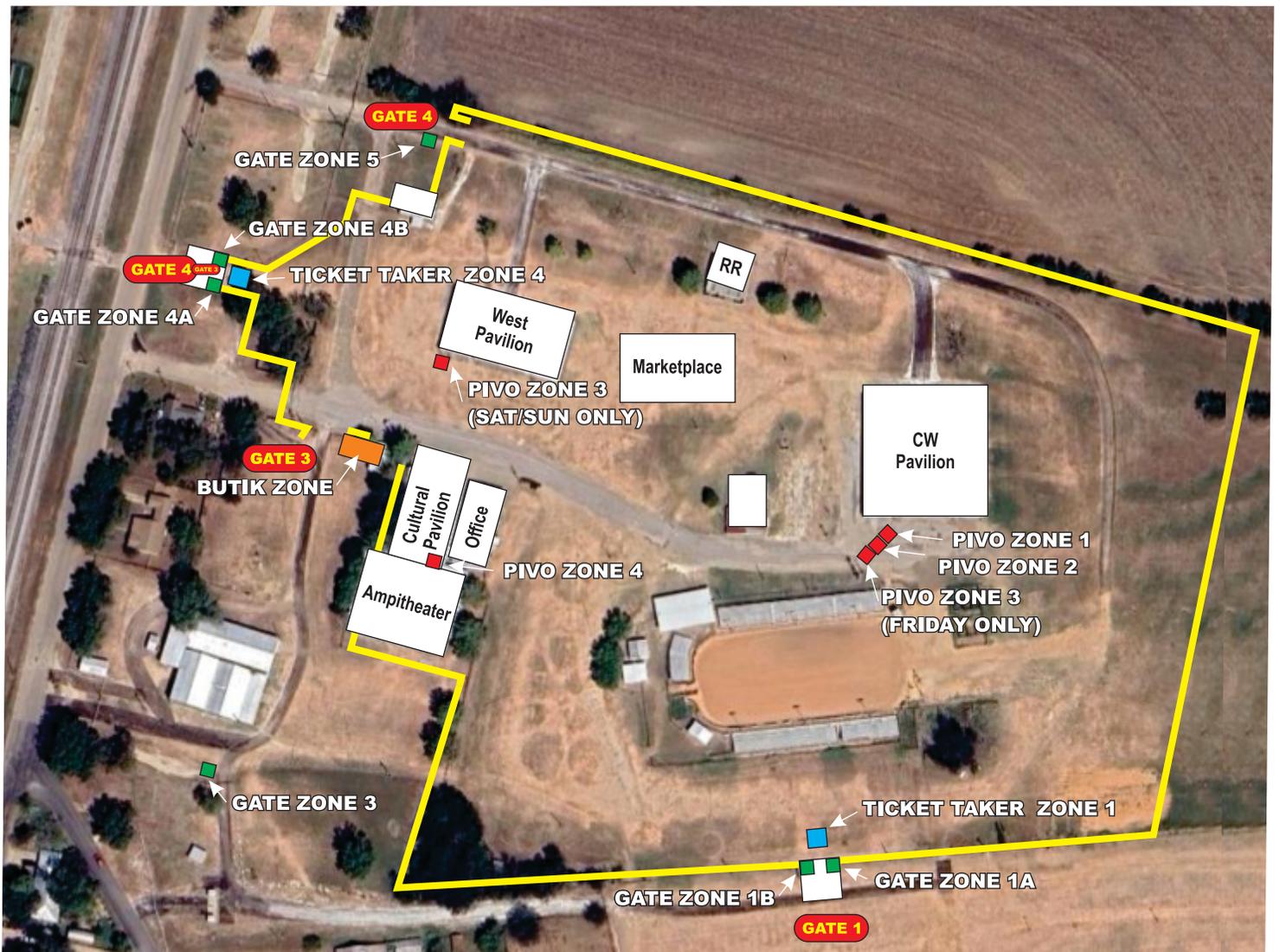
GATE ZONES 3 & 5

- **FRIDAY, SATURDAY and/or SUNDAY:** Each zone has 6 shifts with 2 volunteers. **TOTAL: 12 volunteers**
- Each zone will receive a donation of \$1200 **EACH DAY**
- 2 volunteers will both take on the position of selling admission ticket, or scanning Pre-sale, Passes and Red Parking passes and issuing appropriate armbands and red parking sticker.
- Each volunteers will operate an electronic terminal to record sales of both cash and credit card.
- Air conditioning is not available for these zones but shade will be provided.
- Zone 5 will have a security officer to assist with contraband.

SHIFT TIMES

6AM - 9AM
9AM - 12NOON
12NOON - 3PM
3PM - 6PM
6PM - 9PM
9PM - 12PM

ZONE LOCATIONS



SITE OVERVIEW

The above map is provided to give volunteers an overview of just how the festival is set up.

The **YELLOW** Line is the secure perimeter of the festival. This is the areas that can only be entered through one of the five (5) labeled gates.

As a general rule, the public (our guests) only enter using **Gates 1 and 4**.

Gates 2 and 3 are used mainly for workers, performers, VIP, etc that have armbands on their wrist. **Gates 2 and 3** do not have the ability to sell tickets or provide armbands. These functions are provide at **GATE ZONE 3**.

Gate 5 is used only for those persons possessing **Red Parking Passes** which would include Food Vendors, Musicians, and VIP, etc.

The **PIVO ZONES** are marked and positioned in **RED**.

The **GATE ZONES** are marked and positioned in **GREEN**

The **TICKET TAKER ZONES** are marked and positioned in **BLUE**.

The **BUTIK ZONE** is marked in **ORANGE**.

NOTE: AS PLANNING EVOLVES, WESTFEST RESERVES THE RIGHT TO MAKE CHANGES TO THIS LAYOUT. THESE POSSIBLE CHANGES WILL BE ADDRESSED AS NEEDED.

SEND QUESTIONS TO INFO@WESTFEST.COM