



Dear Volunteer

Motown Recording Artist KEM and his management company, Project Producers, LLC would like to thank you for your interest in volunteering at the upcoming community project, KEM Live @ Mack N Third: A Call to Serve. On Saturday, August 29, 2009, volunteers are needed to help clean, paint and beautify Cass Park. On Sunday, August 30, 2009, the volunteers will be a part of a FREE concert and food drive. The day will begin with a private event featuring a motivational message presented to the homeless by KEM followed by a meal. Beginning at 2 pm the park will open to the general public featuring a stage of live entertainment; food and wares vendors; and community/health service organizations. The day will culminate with a free live concert performance by KEM which will be streamed LIVE on the worldwide web.

The purpose of this event is to gather food for the area's homeless shelters and food banks; to provide a getaway for Detroiters from the stresses of the economy; to feed the homeless and others in need; and to encourage people to volunteer and give. By sharing his gift of music, KEM hopes to bring attention to the plight of the homeless and motivate the community to get involved with volunteerism.

Please review the information included in this packet. Fill out the application and sign the waiver that is included in this packet. Return the completed application and signed waiver by fax to 248.286.6443 no later than **August 23, 2009**.

Volunteer positions will be filled by need on a first come, first serve basis.

Please contact Nina Payne with any questions.

Sincerely,

Nina Payne
Volunteer Manager
Kem Live at Mack N Third
Project Producers, LLC
248.797.9311
nina@projectproducers.com

A CALL TO SERVICE



VOLUNTEER JOB DESCRIPTIONS

CAPTAIN

Will be responsible for orientating volunteers at the beginning of each shift, re-assigning volunteers as needed, giving breaks, and communicating regularly with the Volunteer Manager as needs change. Captains may be required to work longer than the required shift and must arrive an hour prior to other volunteers. Must have experience leading others and have a positive and be professional.

FLOATER

This is the “**go and do crew**” who like variety and are willing to serve many positions. Floaters will be used to relieve other volunteers for breaks, fill in on shortages, run errands and generally help where needed. Must be very flexible, and to take directions and make adjustments quickly.

GREETER

Stationed at various entrances throughout the event, greeters will welcome guests, provided directional assistance, ask for event monetary donations and answer questions. Must be upbeat, friendly, smiling and knowledgeable of overall event details

SERVER

Help position and serve food to homeless. Setup Tables and Chairs. Turn homeless area to Volunteer Area. Maintain Cleanliness . Prepare and maintain area for Volunteer Break Area. Must be sociable, flexible and giving.

VOLUNTEER CHECK-IN

Volunteer Check-in is located at the Volunteer Break Area . Duties include checking in and out large groups of volunteers quickly and efficiently. Provided all volunteers with their uniforms and assignments. Must be professional, organized, efficient and friendly

ARTIST, MEDIA, GUESTS and VIP CHECK-IN

Check in is located near the main stage. Duties include checking in all Seated VIP, Hospitality Guests, Media and Artists. Provide all with proper credentials. Must be professional, organized, efficient and friendly

MERCHANDISE ATTENDANT

A CALL TO SERVICE



Located in the Vendor Booth area. Assist in the Kem/PPLLC merchandise area. Selling Merchandise, distributing information and gathering information.

BEVERAGE ATTENDANT

Multiple locations through out the park. Assist in selling and distributing beverages to all patrons

VENDOR BOOTH ATTENDANT

Assist vendors and Vendor Manager in setup, breakdown and maintenance of vendor booths

VOLUNTEER SHIFTS

Please select the shift(s) that you would prefer

___ Saturday August 29, 2009: Beautification Day 9 am – 2 pm

___ Sunday August 30, 2009: Event Day 9 am – 3 pm

___ Sunday August 30, 2009: Event Day 2 pm – 8 pm

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VOLUNTEER GENERAL INFORMATION

- Volunteers must be at least 17 by August 29, 2009.
- Volunteers under 18 must be accompanied by a parent/guardian
- Release and Waiver of Liability must be signed by each volunteer and by parent/guardian if volunteer is under 18 years old
- Volunteers must physically be able to stand/walk outdoors for the shifts indicated
- All volunteers must complete the Project Producers Volunteer Application and sign the waiver. The application is not valid without the signed waiver.
- Submission of the Volunteer Application does not guarantee assignment
- Volunteers who are accepted will be assigned shifts and assignments on a first come, first serve basis.
- All Volunteers must wear the assigned T-Shirt and follow all rules accordingly.
- Volunteers are required to report to volunteer captains at the beginning of their shifts at the Volunteer Check-In area.
- Volunteers must be on time
- Volunteers will receive meals and beverages throughout their shift

DIRECTIONS

Historical Cass Park is located on Temple and Second across the street from Masonic Temple.

Masonic Temple
500 Temple St
Detroit, MI 48201

Please report to the Volunteer Check-In area on the corner of Second and Ledyard to receive your Volunteer T-Shirt and to confirm your assignment.

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KEM Live at Mack N Third

Volunteer Application

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- Release and Waiver of Liability must be signed by each volunteer and by parent/guardian if volunteer is under 18 years old
- If volunteering with a group, please indicate group name here:

- Please print clearly.

First and Last Name	
Street Address	
City /ST /Zip Code	
Home Phone	
Work Phone	
E-Mail Address	
Emergency Contact	
Emergency Phone	
List medical concerns or limitations	
T-Shirt Size	___ S ___ M ___ L ___ XL ___ 2XL ___ 3XL ___ 4XL

AVAILABILITY

Check the hours that you are available

___ Saturday August 29, 2009: Beautification Day 9 am – 2 pm

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JOB PREFERENCE

Please select 3 areas that you prefer to work. (We will do what we can to accommodate)

- Captain
- Greeter
- Server
- Floater
- Merchandise Attendant
- Artist, Media & VIP Check-in
- Volunteer Check-In
- Vendor Attendant
- Beverage Attendant

SPECIAL SKILLS AND/OR PREVIOUS EXPERIENCE

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

OUR POLICY

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in volunteering with us.

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WAIVER, RELEASE AND INDEMNITY

In consideration of being allowed to participate in Kem Live @Mack N Third Event, related events and activities, I agree to release and waive any and all claims, causes of action and/or lawsuits against Project Producers, LLC, A Michigan Company, it's members, officers and directors, Kemistry Records, Damascus Entertainment, The City of Detroit, The State of Michigan, and all other sponsoring organizations. ("Released Parties"), or any loss damage due to bodily injury, death, property damage or any other damages sustained while in participating in Kem Live @ Mack N Third, and related events and activities. I also agree to indemnify, defend and hold harmless the release parties, from and against any and all actions, claims and/or damages, including costs and attorney fees, due to personal injury, property damage or intangible, asserted by any third person, caused directly, in whole or in part by the conduct of the applicant, and applicant's agents, employees, except where the negligence of the Released Parties is a contributing cause of the damage.

I also agree to conform to and to comply with all the rules and regulations governing this event as well as the directions, safety requirements, instructions and regulations of the Detroit Police and the Event Management Team.

The Undersigned has read and voluntarily signs the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

Print Name _____ Signature _____ Date _____

All volunteers under 18 years of age must also have a parent/guardian sign Waiver as well.

Parent / Guardian Print Name _____ Signature _____ Date _____

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