

# Pumpkin Festival

## October 8 and 9, 2011

Thank you for volunteering at Denver Botanic Gardens' at Chatfield Pumpkin Festival. We appreciate your time and support as volunteers. Helpful event information is listed below to prepare you for your volunteer shift at Pumpkin Festival.

### Event Hours

Saturday, October 8                    9 a.m. – 5 p.m.  
Sunday, October 9                    9 a.m. – 5 p.m.

### Check-In and Training

ALL volunteers must check-in at the **Red Rental Barn** at least 30 minutes prior to your shift to allow time to find your position within the festival.

### Directions

Denver Botanic Gardens at Chatfield is located at 8500 West Deer Creek Canyon Road, just southwest of the Wadsworth Blvd. & C-470 intersection. Proceed south on Wadsworth from this intersection to the second traffic light; turn right (west) onto Deer Creek Canyon Rd. The entrance gate is 0.4 miles ahead, on the left. Please follow signs to the designated volunteer parking area. **Before you enter Denver Botanic Gardens at Chatfield, please display THIS confirmation letter as this will serve as your parking pass.**

### Attire

All volunteers are encouraged to dress in layers and come prepared with sunscreen, sunglasses, a hat, comfortable/closed toe shoes, bug spray and a jacket. (Please do not wear flip-flops!) Please be ready for all weather conditions. This is a rain or shine event, and most volunteers will be working outdoors. **Please bring your own refillable water bottle for this event.**

### Parking Information

When driving to Chatfield please be aware that our average attendance for this event is 25,000 people. The Sheriff's department will be monitoring and directing the incoming traffic. When you arrive at Chatfield, all cars will either be directed into a northern or southern parking lot by the Sherriff's department. Once you reach Chatfield, please mention to the security staff that you are a volunteer and they will direct you to the designated volunteer parking areas. **If you are scheduled to volunteer in the afternoon, please add additional time for traffic &/or parking, as this is the peak time of attendance for the festival.**

### Cashier Training

All individuals volunteering as a **Front Gate Cashier** are asked to attend a register training prior to the festival. Please RSVP to Karyn Chaffin (720.865.3565 or volcoord@botanicgardens.org) by **Friday, September 30** if you have not yet signed up for the cashier training session.

Training Session will take place at the **Chatfield Location** (8500 W. Deer Creek Canyon Rd, Littleton, CO. 80128) on **Thursday, October 6** at Chatfield Administration Building from 5:30 – 6:30 p.m.

### Other Helpful Hints

- There is no secured area for purses or valuables.
- Snacks and beverages will be available for volunteers. Lunch will be provided for volunteers on Saturday & Sunday from 12pm – 2pm. Lunch will be graciously donated by local restaurants, and vegetarian options may not be available. Feel free to bring a meal from home if you have specific dietary needs.
- Please bring your own refillable water bottle for this event. You can refill your water bottle in the Red Barn.
- Volunteers must eat lunch before or after their shift, please do not plan to eat during your volunteer shift.

**You are scheduled to volunteer:**

Day:

Time:

Assignment:

Day:	Time:	Assignment:
<b>If you have any questions regarding your volunteer assignment, please contact Karyn Chaffin at 720.8653565 or <a href="mailto:volcoord@botanicgardens.org">volcoord@botanicgardens.org</a></b>		