After 12 years of success with KC Fringe, new opportunities were brought to our door and we knew it was time to explore what was possible. How could we better serve this community through a variety of programs, we merged people with professional artists, youth, emerging artists, community leaders, business, and civic organizations.

The new production company, KC Creates, offers an opportunity for our arts community to represent itself on a national and international scale. KC Creates enriches people opportunities for artistic enrichment and self-expression. Through a variety of educational, cultural and events, it was possible to bring people together and engage people with Kansas City & beyond, involving a rich blend of audience members, professional artists, youth, emerging artists, professional artists, and civic organizations. KC Creates offers people opportunities for artistic enrichment and self-expression. Through a variety of programs, we merged people with professional artists, youth, emerging artists, community leaders, business, and civic organizations.

Cheryl Kimmi
Executive Director
WaterFire KC

WaterFire is a world renowned, multi-sensory, community art experience with opposing elements working in harmony. Held annually since 2007, WaterFire KC joined the Kansas City Creates event family in 2015, where it has continued to offer a unique art event experience by thousands.

WaterFire was originally created by Barnaby Evans in Providence, RI, as a temporary art installation in Providence’s River Park. They completed 12 lightings a year and have been a part of a city revitalization project in 1994. Today, they complete 12 lightings a year and have been joined by annual lightings in Sharon, PA and Kansas City, with single lightings at various international locations.

Trenna Reed
Program Coordinator

Diana Arganbright
Special Projects Coordinator

OTHER EVENTS

October 5, 2019 6:30 PM, show 7-10 PM

ART CHALLENGE KC CORPORATION
Spnie 2020

FESTIVAL KC
July 2020
WHAT’S NEW IN 2019

New Location-Theis Park
South of Nelson Atkins Museum

Participant Waiver
*only need to sign once*

OPERATIONS TEAM

Mark Conarroe
Navy Admiral

Meg Young
Volunteer Coordinator

Ken Stewart
Volunteer Coordinator

Paige Stallings
Water Area Mgr.

Ian Johnson
Land Area Mgr.
Can be used at Fringe 2020 & at the Volunteer Appreciation Silent Auction

Earn 3 per hour

CREATES CASH

10/2/2019
VOLUNTEER ROLES

INFO TEAM
- Answers questions about WaterFire KC
- Assists with crowd management

VIP TENT STAFF
- Serves food & drink to VIP patrons
- Directs attendees towards event space

PARKING ATTENDANT
- Checks for ADA & VIP parking passes

LOAD OUT
- Assists with removing & breaking down braziers

FIRE FEEDER
- Helps restock bonfire during event

BONFIRE PREP
- Makes fuses & wicks
- Prepares bonfires for lighting

VOLUNTEER ROLES
**REQUIRES DRESS**

- *WFKC T-shirt*
- *must be current year*

While we love creativity & artistic expression, our uniform helps identify our volunteers to the public. Please dress appropriately for the location of your shift. jeans, t-shirts, shorts, skirts, or any other e.g. coverings are all acceptable. wear what makes you comfortable.

During the event, keep an eye out for the staff shirts. The colors help us spot each other in a crowd quickly. Volunteer shirts are orange & staff shirts are black.

**GENERAL DRESS CODE**

- White shoes & accessorizing the outfit with a water bottle.

**SCHEDULE**

**FRIDAY**
- Build Braziers
- Load into Brush Creek

**SATURDAY**
- Bonfire prep
- Pre-show at 6p
- Live performances 7-10p

**SUNDAY**
- Remove Braziers from water
- Break down in pieces

**MONDAY**
- Back up load-out
- Bonfire prep
While we truly appreciate the time you generously donate to KC Creates Events, reported behavior is investigated and depending on its frequency and severity, could result in termination of your volunteer position and associated privileges.

**DRESS CODE**

**FIRE FEEDER**

- Close Toed Shoes
- Long Hair, tied back
- Natural Fibers
- All Black, No Logos

**WEFK T-Shirt**

- Close Toed Shoes
- Long Pants

**Required Dress**

- All Black, No Logos
- Natural Fibers
- Close Toed Shoes
- Long Hair, tied back

*Avoid Hair & skincare products with alcohol*
While we want to make sure everyone is enjoying their time with us, we need to be mindful of our operations and keep an eye on our safety. If you see something that you feel could become a potential problem or hazard, please let your team lead know so we can handle the situation appropriately. The health & safety of our volunteers & our public audience is our top priority. Everyone is enjoying their time while we want to make sure we can handle the issues appropriately. From future WaterFire KC shifts, failure to comply with the rules above will result in removal of your current volunteer shift without cash pay and depending on the designation staff will result in immediate removal from your current operations. Failure to follow the direction of designated staff could result in immediate removal. Throwing logs could result in immediate removal. Logs should be placed onto the bonfire, never thrown. Water will be available, but must be kept out of sight. Phones or cameras must be kept out of sight, no shouting to crowd. Taking photos should be kept to a minimum. Other performers should be kept to a minimum. Remember you are part of the performance but should not distract from the performance. Talking should be kept to a minimum. No shouting to crowd. If someone waves or calls out to you, acknowledge with a small wave and smile.
**Conflicts Resolution**

- Be cognizant of where you are
- If you're uncomfortable walking alone...
  - Ask another volunteer
  - Call the Volunteer Coordinator to request assistance (816-666-8214)

- Potential conflicts
  - Stay calm and acknowledge their concerns
  - If another party is needed, please contact your Volunteer Coordinator on site

- Grievances amongst volunteers?
  - Stay calm and acknowledge their concerns
  - If another party is needed, please contact your Volunteer Coordinator on site

**Personal Safety**

- Between volunteers or staff, parties should try to resolve issues
- If another party is needed, please contact your Volunteer Coordinator on site

- Conflicts among volunteers?
  - Stay calm & acknowledge their concerns
  - Still need help? Contact the Volunteer Coordinator on site

- Kansas City Creates is not responsible for lost or stolen personal property
  - If you are concerned about losing an item, don't bring it
  - No secure storage will be provided

- If you're uncomfortable walking alone...
  - Be cognizant of where you are
SAFETY - PUBLIC

Looking for a lost child?
• Direct adult to info tent to provide relevant information
• First responders will present on-site

Found a lost child?
• Escort child to the info tent with another volunteer - NEVER BY YOURSELF
• First responders will present on-site

SAFETY - PUBLIC

Medical
• Only administer first aid if trained to do so
• Alert first responder at the info tent

Fire
• Direct patrons away from area
• Alert first responder at the info tent
When interacting with patrons, remember...

You are the ‘Face of the Festival’

Always be polite, informative, & helpful!

Information, smiles, & friendly attitudes ensure a better experience.

You are the ‘face of the Festival’

INTERACTING WITH PATRONS

MEDIA

We highly encourage everyone to take & share photos!

Any official media can be directed to the Info Tent for more info.
Volgistics Info Center

is where all volunteers schedule themselves for shifts for any of the KC Creates events. This is also where your contact information is kept so we are able to keep you informed about upcoming volunteer opportunities and schedule changes.

NEW PROCEDURE

To be kept current in our system, you must log in to the Volgistics Info Center at least once per calendar year. If you are no longer interested in volunteering, please unsubscribe via the link provided in your profile.

Email reminders are automatically sent to the email address listed in your profile. Please remember to check this email frequently during the festival to help keep track of shift reminders.

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CANT MAKE YOUR SHIFT?

- The day of your shift: call and email
- 48 hours before your shift: call or email

Volgistics Info Center calendar
1. Click the green "Remove Me" button on your volunteer schedule.
2. Call or email
   - The day of your shift: call 816-666-8214
   - email: volunteers@kcreates.org

CHECK IN REFERENCE

Click Description while looking through the daily schedule for a quick breakdown of what you'll be doing, as well as any requirements for that specific type of shift. The highlighted area indicates the location of check-in/out for your shift.
END OF SHIFT

- Collect your Creates Cash!
- Please make sure your area is broken down & cleaned up before leaving.
- Turn in all equipment.
- If you are the last shift:
  - Collect your Creates Cash!
  - Pass off equipment to next volunteer
  - If another volunteer does not show up, please contact your area manager.
  - Please wait until the next volunteer has arrived before leaving.
- If there is another shift after yours:
  - Collect your Creates Cash!
  - Turn in all equipment.
  - Please make sure your area is broken down & cleaned up before leaving.

EMAIL PREFERENCES

After making any changes:
Remember to click save or to make you edits.

REMEMBER:
Your choices for receiving reminders only will be checked to the Volunteer Message Preferences.
If you unsubscribe from the email lists, you will be removed from all lists.
If another volunteer does not show up, please contact your area manager.
Keep schedule events you receive info on.
To stop receiving emails.

TOO MANY EMAILS?

10/2/2019
If you still have questions after reviewing this training, please send an email to:

volunteers@kcccreates.org

Reminder: The Volunteer Team is also run by volunteers, please allow 48 hours for a response.