

# Redmond Lights Weekend

December 7 & 8

## Hello Volunteer!

Thank you for signing up to support Redmond Lights Weekend! Redmond Lights is a huge event spanning 3 locations in Redmond: City Hall campus, Down Town Park and Redmond Town Center. This magical event is only possible by the amazing contribution of our community volunteers.

Please take a minute to review these quick steps before reporting for your volunteer shift. The accompanying Volunteer Handbook will also help you to prepare. Questions? Please contact [events@redmond.gov](mailto:events@redmond.gov) and one of our staff members will be happy to assist you.

### 1. Reporting for your Shift:

- **Arrive at least 10 minutes** before the start of your shift.
- **Check In** at the Volunteer Headquarters located at:
  - Redmond City Hall, 15670 NE 85<sup>th</sup> St, Redmond, WA

**Waivers** must be completed and submitted before the start of your shift.

- **Volunteers under 18 must have their waiver signed by a parent.**
- **Volunteers under 12 must be accompanied by an adult during the volunteer shift.**
- **Badge/Lanyards** will be given to each volunteer and must be worn during your volunteer shift.
- **This is an evening, outdoor event in December:** Please dress accordingly for your shift...rain, cold, snow...or all three! ☺

### 2. Your Volunteer Assignment:

- Each volunteer assignment has specific tasks and/or locations and may need to check in with a designated staff member in the event area.
- If you have questions or concerns at any time during your shift, please connect with your designated contact in the event area; go to one of the information booths to speak to staff, or, you can return to Volunteer HQ.
- There are no official break times, however, we encourage you to take a break when needed.
- Volunteer HQ will have water, protein snack boxes and treats to keep you fueled and ready to go!

### 3. At the End of your Shift:

- **Check Out at Volunteer HQ** at the end of your shift. It's very important let us know you've completed your assignment, so we can verify your hours.

Thanks again for joining our volunteer team! We look forward to seeing you at Redmond Lights 2019!

Redmond Event Team  
[events@redmond.gov](mailto:events@redmond.gov)