

2018 VOLUNTEER & PERFORMERS INFORMATION

Day-of-Event Information

Date & Time – Saturday, June 9 from, Official event times 11am to 10pm, setup start at 8am

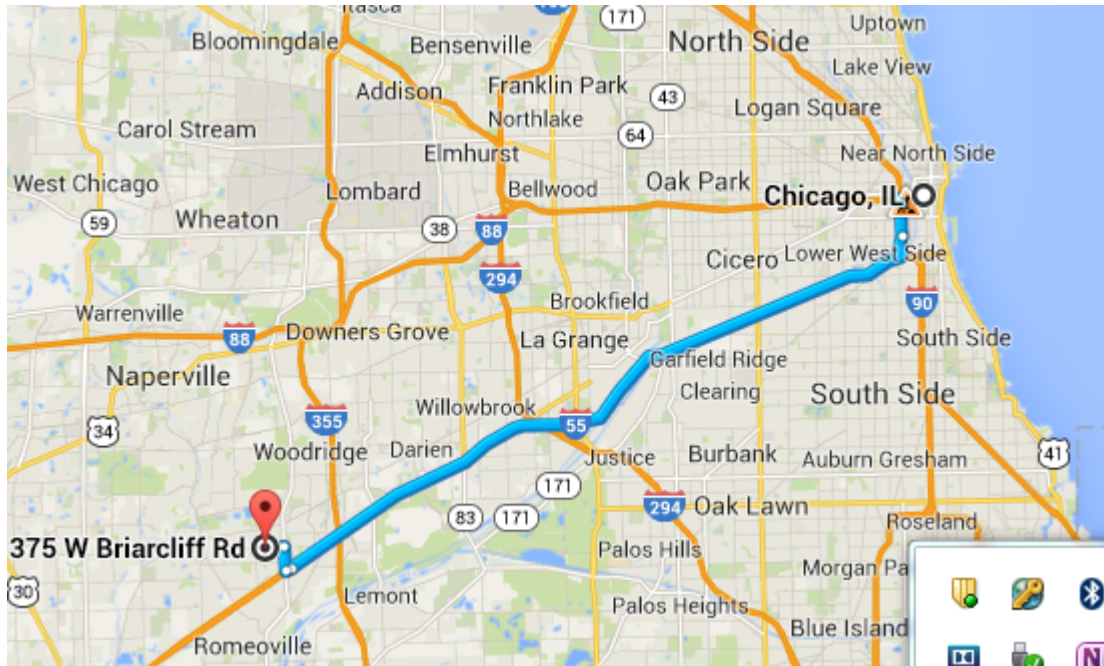
Place – [Bolingbrook Performing Arts](#)
[Bolingbrook Village Hall and Town Center](#)
[375 W. Briarcliff Road, Bolingbrook](#)

How to get there?

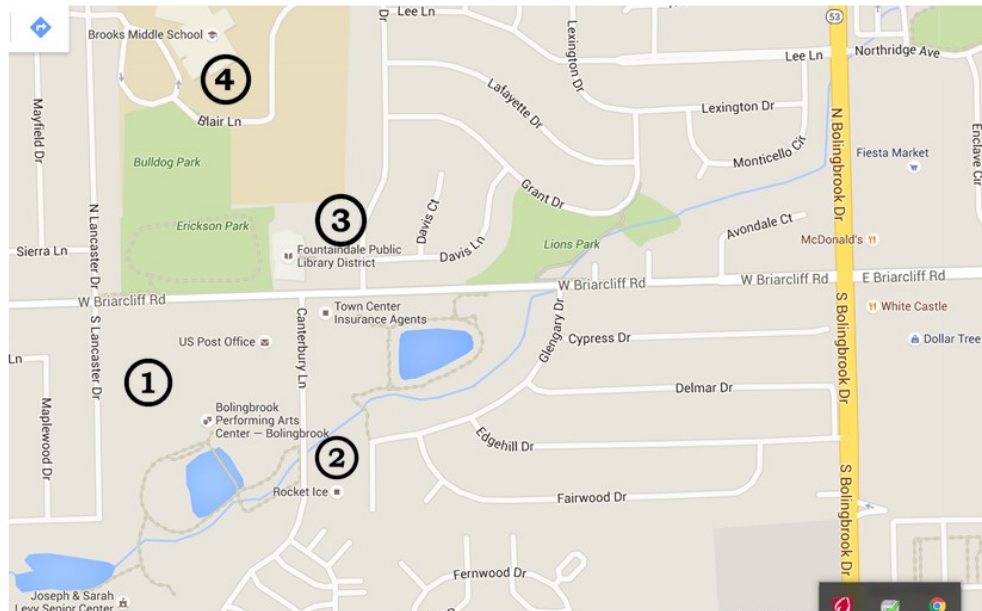
From Chicago, take I-55 S to Bolingbrook, take exit 267 to IL-53 (Bolingbrook Drive) North, Turn left on Briarcliff Drive, Destination will be on the left.

From North and West Suburbs, take I-355 S or I-294 S to I-55 S to Bolingbrook, take exit 267 to IL-53 (Bolingbrook Drive) North, Turn left on Briarcliff Drive, Destination will be on the left.

From South Suburbs, take I-355 N or I-294 N to I-55 to Bolingbrook, take exit 267 to IL-53 (Bolingbrook Drive) North, Turn left on Briarcliff Drive, Destination will be on the left.



Where to park –



Where to park –

1. Park at the parking lot of the Village Hall at the Town Center at 375 West Briarcliff Road.
2. Pace Park-n-Ride Canterbury
3. Fountaindale Public Library 300 W Briarcliff Rd, Bolingbrook, IL 60440.
4. Brooks Middle School 350 Blair Ln, Bolingbrook, IL

Street parking allowed on Briarcliff Rd And Canterbury Lane as long as there are no “No parking signs” and not close to fire hydrant, avoid yellow colored curbside.

NO PARKING at Bolingbrook Police Dept Parking Lot– Drop-off for Performers Equipment allowed

Volunteers arriving on or before 12 noon can park at Lot 1 and enter the site at Entrance A or B. Performers can park at Lot 2 and enter the site at Entrance C. Please note that parking is no longer allowed at the Bolingbrook Police Department parking lot. However, performers are allowed to drop off their equipment and bags at the police parking lot for easy access to the back stage. However, they must move their car to park at other parking lots.

What to wear – Wear summer attire and very comfortable shoes. You may also bring umbrella and raincoat if there is a chance of rain. It will be a very long day. Blue t-shirts will be provided to registered volunteers and Black T shirt for security until supplies last

Food & Drinks – As a token of our appreciation, we will be giving meal tickets to volunteers and performers. . Unlimited water, soda and snacks will be provided to volunteers at the volunteer’s tent and to performers at the backstage. Meal tickets will be provided to performers after their performance and to volunteers after completing 4 hours of service/volunteer work. During the rest of your stay at the event, please patronize our food vendors since they will be offering a lot of other food for sale.

Upon arrival – Volunteers - Please check-in and register at the Volunteers Tent. Cultural tent volunteers can go directly to the Visayas tent to check-in. After registering, report to the person

in-charge of your position/area that you signed up. If you have not pre-register and have no assigned position/areas, please check-in and fill up the volunteer registration form on site. Performers – please check-in and register at the backstage entrance located at the Bolingbrook Police Department parking lot (2).

Emergency – In case of any emergency, please contact and report the incident to any of the security volunteers. For any medical emergencies, please refer to the first aid booth.

Clean-up – This is responsibility of everyone. Let’s make sure that everyone keeps their areas clean at all times and remind our guests to clean up their mess.

Appendix A – Volunteer Tasks and Assignments

Position/Area	Tasks	Reports to
Food Concession and Food for Volunteers & Performers	Set-up and sell food and drinks at the concession and at the food vendor tents. Set-up and serve food and drinks for the volunteers and performers. Pick up supplies & food, Assist in set-up and clean-up of concession area and food tents.	Merle Salazar 630-706-0300
Food Vendors	Assist in Food Vendors tents, check-in and register food vendors, food inspection, set-up and clean-up.	Jan Paul Ferrer 708-692-0393
Sponsors/Non-Food Vendors/Reserve seats Luzon Region	Assist in Sponsors and Vendor tents, check-in and register vendors, set-up and clean-up. Assist in set-up and clean-up of the Luzon region in general. Manage VIP seating and wristbands.	Cindy Lopez 630-336-0510
Cultural/NFP Partners/Parade/Martial Arts Demo/Train & Wall /Bookmobile Visayas Region	Assist in cultural and NFP tents, check-in and register cultural/games participants, Assist in set-up and clean-up of cultural/NFP and vendors/artists tents in the Visayas region in general. Assemble parade participants and manage flow, music. Collect/manage passport entries and the box.	Michelle Delson 630-327-6789 Rae Joyce Baguilat 312-485-2732
Info/ Raffle/VIP Lunch/Hermanos & Hermanas/Meet & Chat Reception/ Manila Region	Assist in set-up and clean-up of tents in the Manila region in general. Manage Info, Raffle and First Aid booths, greet attendees, VIP’s, sponsors, distribute programs, answer questions, sell split-the-pot raffle, manage lost and found.	Adeline Fajardo (630)886-0701 Pia Natividad 630-706-1629 Evelyn & Ely Natividad

Photographer/Videographer /Social Media/Press	Manage photographers/videographers. Capture the story of the festival in photos and videos in ALL areas.	Jason Dela Rosa 224-800-4881
First Aid, Health and Wellness	Provide on-site first aid if necessary, health screenings & testing and other health and wellness services	Bryan Rancho 708-655-4370
Volunteer's Check-In Tent/Runners/Floaters	Volunteer registration, manage volunteers assigned to miscellaneous tasks e.g. runners, floaters, parking attendants and others that need additional help.	Everett Icao 863-243-1617 Joanna Ramos (630) 621-8658
Security	Provide security all around, emergency responders, parking lot attendants, front-of-stage, TFC booth, work with Bolingbrook police	Allan Desiderio 312-282-4120
Stage/Performers Check-In	Assist in stage (back & front), check-in and register performers, Assist in set-up and clean-up, work with Bolingbrook stage tech staff	Anna Millan 630-240-8141 Alpha Nicolasin 773-744-1069 Glenn Bermejo 630-341-6034 Abegail Rodriguez 773-491-0127
VIP Reserved Seating	Manage VIP reserve seating tickets, prepare and number seats, supervise entry and exit to the reserve seating area and re-arrange half of the chairs after the celebrity hour to make room for dancing during the party segment.	Carmen Garcia 224-628-9212
Parade	Welcome parade participants, manage the parade lining up and ensure a smooth and orderly parade. Make sure that parade participants enter and exit the stage to go to the seating area to watch the rest of the cultural performances.	Telly Yumping 630-638-5325 Joy Ranay 630-244-9425

Appendix B – Event Site Layout



Only ALL ACCESS PASS volunteers will be allowed to enter Stage Right

ALL PERFORMERS check in at Stage Left Entrance, by the police parking lot.

ALL PERFORMERS check in at Stage Left Entrance, by the police parking lot.
ONLY VOLUNTEERS with ALL ACCESS PASS will be allowed to enter Stage Right Entrance, by the rest room.