

  
**LOTUS** MUSIC & DANCE *presents*  
212-627-1076  
262 West 38th Street, #1006  
New York, NY 10018  
www.lotusmusicanddance.org



## **DRUMS ALONG THE HUDSON®**

***A Native American and  
Multicultural Celebration***

dah@lotusmusicanddance.org  
www.drumsalongthehudson.org

### *Call to Friends of Lotus!!*

**Drums Along the Hudson®:  
A Native American and Multicultural Celebration FREE EVENT**

**Sunday, June 4th, 2017**

At Inwood Hill Park  
218th St. Entrance @ Indian Road 4  
Blocks West of Broadway  
Event runs 11 AM - 6 PM (Rain or Shine)

**Volunteers are needed for shifts from 7:00 AM – 7:00 PM**

**This year is our 15<sup>th</sup> Event in Inwood Hill and we need your help! Become a Lotus Volunteer!**

**Are you a great sales person? – help us in the Lotus Shop Tent selling one of a kind handmade Native Jewelry!**

**Maybe you're Awesome at giving directions – Become a Lotus Guide!**

**Do you want to know more about environmental friendly organizations- You can help us with the Environmental tent!**

**We have a lot of ways you can help make this event bigger and better than last year!**

**Here are some of the positions we need our Lotus Friends to help us with:**

**Lotus Volunteer Leader & Lotus Volunteer: Guide helper/Outreach/Pow- Wow Attendant/Parking Attendants/Sales Attendant/Crowd counter and many other helper positions. Volunteers are needed to assist in every aspect of the event.**

**Contact Drums Along the Hudson at (212) 627-1076 x10 or**

**Email: [volunteers@lotusmusicanddance.org](mailto:volunteers@lotusmusicanddance.org)**

**Visit our Website: [www.drumsalongthehudson.org](http://www.drumsalongthehudson.org)**

**A program of Lotus Music & Dance**





**VOLUNTEER INFORMATION 2017**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

<p><b>Shift Preferences</b> (you may check more than one)</p> <p><input type="checkbox"/> 7:00 AM–11:00 AM</p> <p><input type="checkbox"/> 10:45 AM–2:45 PM</p> <p><input type="checkbox"/> 2:30PM – 7:00PM</p>	<p><b>High School/College:</b> _____</p> <p><b>Community Service Hours?</b> <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p><b>School Supervisor Name &amp; Contact Info:</b> _____</p>
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New  Returning \_\_\_\_\_ No. of times a Drums volunteer? Are you interested in being a Volunteer Leader?  Yes  No

Special Skills \_\_\_\_\_

Special Needs \_\_\_\_\_

Occupation \_\_\_\_\_

I heard about your event from \_\_\_\_\_

Would you volunteer at other Lotus Music and Dance events?  Yes  No

This is a rain or shine event. Information: [www.drumsalongthehudson.org](http://www.drumsalongthehudson.org) Questions:

[volunteers@lotusmusicanddance.org](mailto:volunteers@lotusmusicanddance.org) or call (212) 627-1076 x10

Return form via email, mail or fax (212) 675-7191

For office use only:			
Received _____	Data Entered _____	Volunteer _____	Contacted _____ Staff Initials _____



## **Lotus Volunteer Leader**

### **Purpose:**

The Lotus Volunteer Leader is an integral part in the success of Drums Along the Hudson. Lotus leaders help manage, and provide structure and direction in a particular section of the event throughout the day. A Lotus Leader also helps to ensure that every volunteer has a positive experience and that the needs of the organization are being met.

### **Duties & Responsibilities:**

- Commit to acting as a liaison between, volunteers and Lotus staff
- Supervise and assist volunteers while onsite in your assigned area.
- Report volunteer attendance and feedback about the day's events within your assigned area to Lotus Music & Dance within 7 days of events end.
- Troubleshoot any issues that may arise during the event. Notify Lotus Staff with anything that is needed during the event for your section.

### **Qualification & Requirements**

- Lotus Volunteer Leaders are committed to our mission and success of Drums Along the Hudson.
- Lotus Volunteer Leaders are able to communicate effectively and possess good interpersonal skills and leadership qualities.
- Lotus Volunteer Leaders are resourceful and have a positive attitude.
- All new Lotus Volunteer Leaders must attend an hour training session run by Lotus Music & Dance.

### **Contact Information:**

Please feel free to contact us for additional information or questions.

Telephone: (212) 627-1076 x10

Email: [volunteers@lotusmusicanddance.org](mailto:volunteers@lotusmusicanddance.org)

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### **Lotus Volunteer**

#### **Purpose:**

The Lotus Volunteer is an integral part in the success of Drums Along the Hudson. Drums Along the Hudson is such a big undertaking that they require the services of a lot of volunteers. Lotus Volunteers are assigned duties to plan for the event in advance as well as to run the event on the day of.

#### **Qualification & Requirements**

- Lotus Volunteers are committed to our mission and success of Drums Along the Hudson. All new
- Lotus Volunteers must attend an hour training session run by Lotus Music & Dance.

The following is a list of areas that Lotus Volunteers are needed:

#### **Publicity/Outreach:**

Your main responsibilities occur before the event, but please consider signing up to work the day of the event as well! Coordinate publicity for the event through e-mails, posters/flyers in various neighborhoods and schools, flyers in residence buildings of Inwood Hill neighborhood, post the event in news event calendars and blogs, or other new ideas for publicity. Do publicity 1 AND 2 weeks before the event.

#### **Operations:**

Your main responsibilities occur on the day of the event.

#### **Event Set Up:**

Attend to the layout of the event. It is also necessary to attend to any special requests made by vendors and organizations. Lotus Volunteers will be responsible for helping with drums setup and ensuring the park is ready for the event. Set up for the event includes handling boxes that need to be unloaded for vendors/organizations and posting signs as necessary, both indoors and outdoors.

#### **Day of the event (broken down by shifts):**

Assist with the logistics of the event. This could include helping vendors' set-up, working the welcome/registration tent, or any number of other tasks that could be assigned to you. For example:

#### **Greeters - Parking /Unloading (morning until event starts):**

Assist vendors, guests, performers as they arrive to the event, helping bring their materials to the correct area and escorting them the correct area of the park. The goal is to ensure that there are no traffic jams as people begin to unload and park, and that they feel greeted and assisted with their materials as they check in for the event.



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### **Registration (morning until event starts as well as during the event):**

Anyone assigned to this duty is to help welcome each volunteer and present them with a badge. Greeters will hand out programs.

### **Floater/Runners (during the event):**

Floater/Runners should be continually walking around the event and looking for any tasks that have to be completed or that may arise during event.

### **Guides (during the event):**

Guides will be located at various points of the park. They will hand out programs as well as give directions to people in regards to the location of certain events.

### **Powwow Attendants (during the event):**

These attendants will be designated to this area to greet people heading to this area as well as to regulate the crowd during the event.

### **Bike Valet Attendant (during the event):**

This attendant will oversee the bike valet area. Check-in the bikes and issue tickets to the bike owners as well as look after the bikes that have been checked.

### **Sales Attendants (during the event):**

There will be various places that Lotus merchandise will be sold to the general public. The Sales attendants will greet customers who enter the merchandise area, assist shoppers to find the goods and products they are looking for, and assist Lotus Staff as needed. Note that volunteers do not handle cash/credit transactions.

### **Storytelling and Environmental Tent Attendant (during the event):**

This attendant will ensure that all organizations have been checked in for the event and to ensure that the needs of the organizations are being met during the event.

### **Dressing Room Attendants (during the event):**

The dressing room attendants will need to keep the dressing tents tidy and stocked with snacks and water for performers. Attendants will also need to ensure that the needs of performers are being met.