

The 2011 NORTHWEST HERBAL FAIR IS LOOKING FOR TEAM PLAYERS !

The 11th Northwest Herbal Fair (NWHF) will be held August 19-21 near Mount Vernon, Washington after a five-year hiatus. The 10th annual Northwest Herbal Faire was held in 2005.

If you are one of the thousands of people who attended the NWHF in the past you know what a great time it is! Herbal education galore amid a festive tribal atmosphere. In 2011 we are aiming for over 1,000 people and more than 100 workshops.

The team to pull all this together is just forming and you are invited to join. This year we need about 25 coordinators for different aspects of the fair, plus hundreds of dedicated volunteers.

The 2011 team once again includes Burke Mulvany, Saphir Lewis and Michael Pilarski, all of whom have been with the Fair since it began. We'd love to have any of you past team members back with us. We are planning a meeting in Bellingham (or vicinity) in late January with the most likely dates being January 23, Sunday (or either side of that weekend). Would you care to join us? Let Saphir Lewis know. nwherbalfair@yahoo.com

Coordinator and Volunteer Positions

Following are some job categories, comments, job descriptions and number of people needed.

You can pick your level of involvement

Coordinators. Take on a major task for the Fair. Coordinate efforts and volunteers to accomplish task goals.

Co-coordinators. Two or even more people can share the same position. Job-sharing.

Pre-Fair Volunteers. Assist one of the coordinators in getting things done.

On-site Volunteers. Work several shifts during the Fair and/or set-up and take-down.

Registration

Saphir Lewis is head registrar and secretary. Handles and tracks registration. Utilities, permits, insurance.

Sponsor/Fund raising/

Solicits sponsors to raise funds and in-kind donations. Marketing alliances. Applies for grants.

Bookkeeper/Accountant

A CPA or someone experienced in accounting. Set up a system and maintain it.

Vending

Saphir Lewis coordinator: We could use someone to be Saphir's understudy. Vendors include herbal products, health care, locally made crafts, selected food stands with snack foods and goodies, and local farmers selling fresh veggies and fruits.

Solicit appropriate vendors,

Register vendors

Vendor placement during set-up

Vendor liaison during fair

Publicity

Everyone is on publicity. Spread the word to your friends, networks and people you think would be interested. Word of mouth rocks.

But some people specialize in publicity. What can you offer this team?

Graphic art

Press releases & ads

Poster development

Poster and handbill distribution

Publicity packets (participants and allies)

TV and Radio

General Mailing

Presenter committee

Michael Pilarski and Michele Sanger-Schumann are on this committee. Anyone like to join us?

Line up presenters ahead of time. Get their bios and workshop information. Send information to the webmaster. Make up a schedule ahead of time. Make up a program and get it printed.

Presenter check in and on-site assistance. Introduce keynote speakers, moderate panels.

Webmaster(s)

Jan Kinsey is on this team. Seeking other talented people. Website, forums, email newsletter. Electronic communication.

Local neighborhood liaison:

Helps establish and maintain clear communication with the locals.

Site Set up/Construction

Coordinator and volunteers. Structures, tarps, tents, tables, chairs, seating, schedule kiosk, etc need to be set up. Tools, ropes, etc needed.

Workshop set-up

Workshop areas need to be set up at the beginning of the fair. Some are outside and structures and tarps may be needed and seating created. Some are inside and the rooms need arranging, tables, chairs, etc.

Make a schedule board & bulletin board for posting.

Gate

Coordinator has to oversee throughout the weekend. Shift captains train and manage volunteers. Dozens of volunteers.

Numerous volunteers needed. Greet vehicles, check them in, collect their money (unless other arrangements have been made). Gate has its busy periods and its slow periods and is staffed accordingly.

Parking

Coordinator and dozens of volunteers.

The parking crew handles traffic after people finish registration. Parking areas include: day parking, car camping, tent camping, RVs, bunkhouses, and delivery of goods. People staying in bunkhouses will have specific areas to drop off luggage. Parking has its busy periods and its slow periods and is staffed accordingly.

Camping,

A small crew should suffice. Make and install signage at the beginning of the event. Assist campers. Most busy at the beginning of the event. Keep an eye on the camping area. This is an area of overlap with parking and security.

Sign Crew

Head sign-painter and volunteers.

Assemble needed paints, markers, sign material, etc.

Some signs need to be made up ahead of time and some during fair set-up, and a few during.

Sign placement.

Audio/visual

Probably be good to have one A/V person who does the stage set up and another person who handles power and AV for the conference part of the event: the information booth, power and gizmos for presenters who need it, small amplifier for keynote talks.

Circles

Planning and facilitating circles. Public presentations, announcements. Pilarski, Burke and Saphir are all on this committee.

Kitchen

Perhaps the biggest job of the fair. Keeping people happily fed. The kitchen scene will require a number of coordinators as well as many volunteers and work-traders.

The venue has a large commercial kitchen and space to serve hundreds of people at a time. Our plan is to offer a wide selection of food for breakfast, lunch and dinner. Food will be available in between meals and during the evening. 6:00 am to 10 pm. The goal is to have something to please everyone. We will aim for a large percentage of the food to be locally grown.

Overall food coordinator

Various chefs who lead particular meals, in conjunction with specialty cooks who can prepare specific types of food such as raw food, vegan, salads, desserts, meat dishes, etc.

Serving line coordinator
Lead cashier plus volunteers
Cleaning crew.

Before and after. The kitchen facilities need to be cleaned when we first get there and at the end of the event.

During the event there is kitchen cleaning as well as meal dishes.

Security

A coordinator and some volunteers. In a way, everyone is on security and looks out for people who need help or for any possibly dangerous circumstances. The goal is that everyone is a responsible citizen. For a village as large as ours a night watch-person is appropriate.

Information booth

Coordinator and volunteers taking shifts during the main hours of the event.
Located at the heart of the Fair where the schedule boards are. Answer questions, direct people.

Decoration

Coordinator and some volunteers. Natural and gaudy art, lights, color, banners waving, ambiance, whimsy, Need to line up the flags, props, etc before the event. Coordinator hopefully owns or can access supplies. There will be a small budget. Solicit people to bring things to loan or donate.

Stage

Another major effort and a fine service to everyone who likes music.

Coordinator. Burke Mulvany and lieutenants. Many volunteers.

Stage setup

Sound

MC, Burke, et al

Stage hospitality

Sanitation

A few people need to share the job of periodically checking the restrooms and port-a-potties to keep them clean and supplied with toilet paper.

Site facilitation

We could use a can-do, can-fix kinda person to assist the camp's site facilities manager.

First Aid

Coordinator and volunteers.

There is a first aid room on site. We would like to have several health care professionals on staff so it can be open.

Establish a system for registering health care professionals (nurses, doctors and herbalists) who attend so we know who is on call and with what skills.

Volunteers and Work-trade coordination

A coordinator is needed to keep track of the volunteers and work traders both before and during the event. Establish a system for people to sign up for shifts and track the results. The other coordinators to some extent or another will also be lining up some of their crew members ahead of time without going through this coordinator.

Kids Activities, children's area

Coordinator, volunteers and parents. Plan ahead. Assemble materials. Set up a children's area. Write up clear policies for parents to sign. Special activities. Theatre, parade, art, etc. Separate people for different age groups.

Compost, Recycling, Trash Crew

Coordinator and several volunteers.

Set up systems beforehand. Monitor and upkeep during the fair. Arrange disposal and recycling. Arrange for organic material to go to a local farm for composting.

Night Lighting

Depending on the weather, we could have Christmas lights, luminaries, and tiki torches at specific locations and times.

Tea Kitchen

Coordinator and volunteers. Two coordinators are nice.

Arrange for teas, tea-making supplies and stove.

Set up tea kitchen

Oversee and clean during the event.

Dismantle at the end.

Tool Coordinator

We bring a lot of tools and its nice to have someone help keep them all in one place, organized and functional.

Radio

We could use a few more and someone to troubleshoot them.

Supplies

Maybe we could use a procurements person who helps obtains the needed stuff. Most coordinators will be in charge of getting what they need for their areas of concern.

Clean up crew

Coordinator and volunteers. Its really nice to have a dedicated person come in fresh and raring to go for the clean up.

Disassemble tarps, tents, etc. Litter patrol. Decorations and signs removal. Utilities wrap-up, vendor support, etc.

We are the gathering that arouses good feelings!
Best place to stay informed at the moment is the NWHF Facebook page
www.facebook.com/NWHerbalFair

We will have a spiffy Volunteer Application Form online once the website is up.

DON'T WAIT . . . SIGN UP NOW!

Contact one of us and tell us how you'd like to help . . .

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