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**2025 VOLUNTEER HANDBOOK**

**FAIR OFFICE: 865-453-0770**

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**WELCOME**

Thank you for playing such an important role in supporting the 90th Sevier County Fair! This 7-day event would not be possible without your involvement!

**CONTACTS**

**Cyndie Wolford – Fair Director - 865-712-4925**

**Tammie Browning – Sales & Marketing Director – 865-604-4829**

**Dawn Leach – Special Projects/Volunteer Coordinator– 423-248-6817**

**Amanda Arwood – Youth Group Director 865-309-9797**

**ABOUT THE SEVIER COUNTY FAIR**

The first Fair was held on the Courthouse lawn in 1935, later moving to the Sevier County High School facilities. The Fair relocated to the Stokely Cannery Property in 1975, where it currently sits now. Barns were built for livestock and poultry at this location.

**REQUIREMENTS TO VOLUNTEER**

* All Sevier County Fair volunteers are required to complete a **VOLUNTEER APPLICATION**. Available on the Sevier County Fair website: [www.seviercountyfair.org](http://www.seviercountyfair.org)
* Volunteers 13 years of age and older may volunteer by themselves. Volunteers 12 years of age and younger may volunteer with a parent or guardian alongside them.
* Volunteers should be able to communicate effectively, follow directions,
* Be comfortable interacting with Fair Staff, Vendors, especially members of the public attending the Fair.
* Specific Volunteer opportunities may necessitate additional qualifications and further training.

**ARRIVING FOR YOUR FIRST SHIFT**

Please wear your Fair shirts and you will be able to enter at the Fair Service Gate. Report to the designated area to sign in. The Volunteer Coordinator will direct you to your area for your shift.

**VOLUNTEER POSITIONS**

**Pre-Fair Preparations**

**Phone Receptionist –** Answer phones, take messages, check answering machine, call backs, and get messages to the correct person.

**Pre-Fair Preparations –** Painting, decorating, construction, setting up displays, repairing broken items.

**June/July Clean Up –** In exhibit hall, cleaning walls, display cases, mopping floors, some painting, getting rid of cobwebs inside out.

**Catalog Delivery –** Delivery of catalogs to a set route in Sevier County. Primarily in June and July.

**Posters and Flyers –** Early August, distribute posters and flyers to designated local businesses & sponsors for display.

**Pre-Fair Exhibit Intake**

**Intake/Front End –** Help people find categories, fill out forms, tag items. Must become familiar with categories in the catalog.

**Intake/Back End –** Move items to appropriate places, double check tags & organize exhibit areas as you go.

**Intake Runners –** Run ticketed items from intake area to back end. Help back-end when possible.

**Judges Helpers –** Assisting the judges with paperwork & attaching ribbons. Quick training on the day of will be required.

**Exhibit Set-up –** After judging, set up displays & organize before opening to the public. You will work with people who are knowledgeable about the different areas.

**During Fair Week**

**Phone Receptionist –** Answer phones, take messages, check answering machine, call backs, and get messages to the correct person.

**Mini Golf –** Need 2 people to oversee area and handout golf clubs, balls, collecting the same when done, monitor holes.

**Puzzle Contest –** 3 people to time participants, watch as they put together, clean area, award prizes.

**360 Degree Photo Booth –** Need 2 people each night to oversee the booth with QR codes and paying for photo opportunity.

**Information Booth –** Need 3 people each night who have experience with the fair or will learn about the fair answering Fair questions & making announcements.

**Gofer –** For miscellaneous jobs that come up on the spare of the moment. You may be relieving people for bathroom breaks, running things here and there, whatever needs to be done.

**Animal Kingdom –** Attendants will oversee area, control flow of guest and sell feed for animals**. (YOUTH ONLY)**

**Barrel Train Driver –** **TBD** - Control flow of children off and on barrel train. Drive Barrel train around specific route to and from depot.

**Food Court/ Bathroom/Trash Detail –** 1 or 2 people needed to clean and maintain the food court area. Cleaning tables, picking up trash. Bathrooms cleaned and stocked, and nightly trash runs completed.

**Post Fair**

**Phone Receptionist –** Answer phones, take messages, check answering machine, call backs, and get messages to the correct person.

**Post Fair –** Break down displays, take down decorations, move displays and materials into storage and help organize storage area.

**CHECKING-IN & CHECKING-OUT**

All volunteers are required to sign-in and sign-out at the designated area. After signing in please check in with the Volunteer Coordinator to advise if there are any changes to the schedule.

**TAKING A BREAK DURING YOUR SHIFT**

There are no official breaks, but if you need to use the restroom or take a break during your shift, please let your Volunteer Coordinator know.

**PARKING**

Enter the Fair Parking Lot and follow the road that is closest to the highway. If you have a Handicap Parking Permit, please use the Handicap parking spots.

Plan to arrive at least 20-30 minutes early for your volunteer shift(s). This will allow you time to check-in, receive any necessary instructions and arrive at your assignment in a timely fashion.

**VOLUNTEER ATTIRE – DRESS CODE**

As representatives of the Sevier County Fair, volunteers are required to attend their shift(s) in clean and presentable attire. Remember, when you have your Fair shirt on you are representing the fair whether on shift or off.

Volunteers are REQUIRED to wear their Sevier County Fair T-Shirt and name tags when on duty. Wearing and displaying Sevier County Fair attire will make it easier for guests to identify with you and find the help they need. Wear comfortable and breathable footwear, cool/warm clothing. Close-toed footwear is recommended but not mandatory.

**INCLEMENT WEATHER**

In the event of severe rain, lightning, and wind, stay indoors. Sheds and tents should never be used as shelters. Shelter in the closest building. Communicate with your Volunteer Coordinator. The decision to postpone, cancel or delay any portion of the Fair due to severe weather will be made by Fair Management.

**MEDICAL EMERGENCIES**

In the event of a medical emergency, immediately notify your Volunteer Coordinator or Fair Management. Emergency Medical Services (EMS) are on standby and can be requested immediately.

Only CPR certified individuals who are trained and qualified can apply First Aid and perform CPR procedures.

**LOST & FOUND – PERSON OR BELONGINGS**

Only Fair Management or the Sevierville Police Department are authorized to relocate lost children or other persons. If you notice a lost person, immediately contact the Information Booth who will contact Fair Management or SPD. Lost & Found persons will be brought to the Information Booth by Management or SPD and an announcement will be made locating their families. Lost & Found belongings should be brought immediately to the Information Booth who will hold them until claimed.

**GENERAL SAFETY PROCEDURES**

The safety of our visitors, exhibitors, vendors, volunteers, and staff is always our priority. In the event of an emergency, immediately notify the Volunteer Coordinator.

**SEVIER COUNTY FAIR VOLUNTEER MISSION**

“The annual Sevier County Fair celebrates, promotes, and recognizes the rich traditions of agriculture, family, and community for all our residents. Through education, exhibits, and fun, we ensure that the customs and traditions of hard work and self-sufficiency carry through into future generations.”

**ON BEHALF OF THE SEVIER COUNTY FAIR:**

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**We could not have a fun and successful Sevier County Fair without the tremendous effort of all the Volunteers that make it all possible! We hope your experiences here will help you grow personally and professionally and that you are able to share your talents and make new friends!**