



Parking Volunteer Information Sheet

Preparing for the concert

Please plan to check-in at the **Volunteer Tent by 4:30 PM** on your scheduled evenings. There will be free parking available for all volunteers. A shuttle will be available at 4:15pm to transport you to the North entrance of the concert grounds. If you miss the shuttle, you may walk across the street to the South Parking Lot (behind the Antique Mall) and walk down the valet path to the South entrance.

Volunteer Parking Location (look for Volunteer flag)

3701 Birchman Avenue

Enter off West Fwy service road onto Owasso

Grass lot is located on Owasso between El Campo and Pershing Avenue

Sign in on the attendance sheet located in the tent marked Volunteer Check in by the sound booth as soon as you arrive. This tent is located at the South Entrance. Your post for the evening will be indicated on this sheet. Check the concert site map to determine where your post is located.

Parking Volunteer briefings will take place every evening at 5:00 PM. At this time, we will review the parking lot procedures, emergency plans, and any other updates for the evening. Prior to the briefing, please take a few minutes to prepare (visit the facilities, spray down with insect repellent, fill your water bottle, etc).

Be in place at your assigned position no later than 5:00 PM, ready for the parking gates to open.

After the parking gates open

- Greet our guests with a SMILE.
- Guide each car to park next to one another.
- Fill up each parking lane first before proceeding to open the next lane for parking.
- Point patrons to the appropriate direction of the venue or shuttle bus loading location.
- Stay in your assigned area until the Parking Lot Manager releases you.
- **Open carry** is not allowed on the concert grounds. If you see anyone carrying a gun please do not confront them, but locate the nearest cop to inform them of the situation.

During the concert

Please stay at your post until 8:30p.m. Please officially check out at the Volunteer tent. At that time, you may join your guest on the lawn and enjoy the concert.

Enjoy the music, but also be alert for any problems that should be passed on to a staff member.

Reminders

- There is a no-alcohol and no-smoking policy while volunteering.
- You must wear your official 2022 *Concerts In The Garden* t-shirt. Please wear khaki shorts/pants and comfortable shoes. No jeans allowed.
- The FWSO provides one guest lawn ticket per volunteer for each night that you work. Your guests may not enter the gates before 6:30 PM. All guests must have a physical comp ticket to enter the grounds. Guests may not cut to the front of the line to enter but must wait in line with other patrons.
- Parking passes and guest tickets may NOT be duplicated if lost or stolen.

Weather – Please assume that all concerts will go on as planned until you hear otherwise from FWSO staff. If a concert is delayed or canceled due to inclement weather, we will contact you directly. Until then, please plan to arrive at the regularly scheduled time. Concert updates will be available on our social media channels and on the home page of our website, fwsymphony.org.

If a conflict arises and you are unable to attend one of your scheduled concerts, PLEASE immediately email our Volunteer Manager at cityvolunteers@fwsymphony.org.

Front of House Crew (Red T-shirts)

Carrie Ellen Adamian – House Manager

Katie Kelly – House Manager

Marti Deno - House Manager

Volunteer Manager (Red T-shirts)

Jacque Carpenter – Volunteer Manager

Melanie Thomas – Volunteer Manager