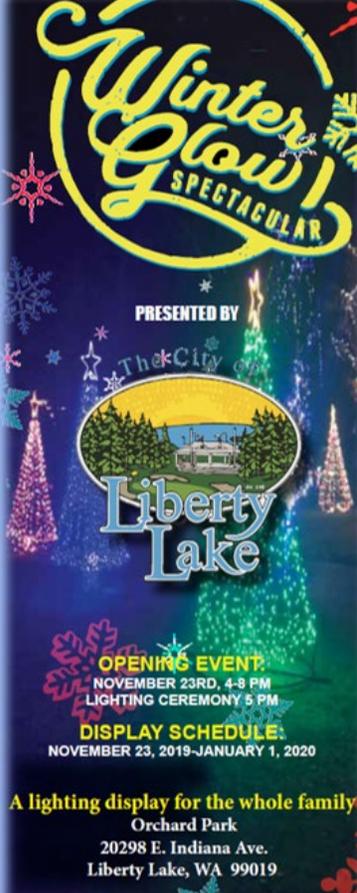


Winter Glow Spectacular Volunteer Packet

<p>VOLUNTEER ORIENTATION</p> <p>Trutina Riverside Lodge 22495 E. Clairmont Lane Liberty Lake, WA 99019</p> <p>SUNDAY, NOVEMBER 10TH 1PM</p> <p>PURPOSE:</p> <p>We would like to thank all the volunteers of Winter Glow for giving their time and effort!</p> <p>We will also provide all the information about volunteering, the schedule days, and answer any questions you might have.</p> <p>Light snacks will be served.</p> <p>We appreciate you being part of this new spectacular event for Liberty Lake. It takes a village to make a great community, and we couldn't do this without you.</p> <p>Contacts:</p> <p>Mike Erwert, Trutina HOA 509-220-0145</p> <p>Anita Eylar, City of Liberty Lake 509-862-7744</p> <p>Shirlene Ingraham, Winter Glow 509-869-4984</p>	 <p>Winter Glow! SPECTACULAR</p> <p>PRESENTED BY The City of Liberty Lake</p> <p>OPENING EVENT: NOVEMBER 23RD, 4-8 PM LIGHTING CEREMONY 5 PM</p> <p>DISPLAY SCHEDULE: NOVEMBER 23, 2019-JANUARY 1, 2020</p> <p>A lighting display for the whole family Orchard Park 20298 E. Indiana Ave. Liberty Lake, WA 99019</p>	<p><i>For the whole family</i> For 40 Days</p> <p>Winter Glow Spectacular is coming together to make the holidays more magical for the whole family. For 40 days, Orchard Park will be lit up with Holiday lighting & displays. Winter Glow will set up dozens of displays throughout the park, complete with animation and music. It's all free and it's all walkable or drivable around the perimeter.</p> <p>OPENING EVENT: NOVEMBER 23RD, 4-8 PM LIGHTING CEREMONY 5 PM</p> <p>DISPLAY SCHEDULE: NOVEMBER 23, 2019-JANUARY 1, 2020</p> <p><i>Tedi the Yeti & Santa</i></p> <p>There will be special appearances by Santa as well as the Winter Glow Spectacular mascot (Tedi the Yeti) and other local mascot friends!</p>
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WE NEED COMMUNITY VOLUNTEERS TO INSTALL 250+ LIGHT DISPLAYS NOVEMBER 15TH THROUGH THE 23RD, AND TEAR DOWN JANUARY 2ND THROUGH THE 6TH AT ORCHARD PARK FOR THE WINTER GLOW SPECTACULAR EVENT!

This packet contains everything you need to become a volunteer for Winter Glow Spectacular.

Before you can volunteer at Orchard Park, a Hold Harmless waiver and schedule need completed and turned into a volunteer lead at this orientation, or provided to a volunteer lead, or dropped off to Anita Eylar at City Hall or email them to aeylar@libertylakewa.gov.

Attachments:

- 1. Hold Harmless Waiver**
- 2. The schedule for the days you could volunteer**
- 3. Volunteer time sheet- Time must be entered each day you volunteer, and the full sheet turned in on the last day you volunteer.**

Thank you for helping us with the HUGE event! This won't happen without wonderful people like you volunteering their time so the whole community can enjoy in all the fun this will create!

HAVE FUN WHILE VOLUNTEERING! That's really the only requirement besides being safe!

RELEASE, HOLD HARMLESS AND INDEMNITY AGREEMENT

As a volunteer to the City of Liberty Lake for Winter Glow Spectacular, the undersigned has read and agreed to the following Release, Hold Harmless and Indemnity Agreement:

The City of Liberty Lake, its employees, officers and agents shall not be liable for any injury, including death, damages or liability, to any persons and/or agencies for damage to property regardless of how such injury or damages, caused, sustained or alleged to have been sustained by the volunteer or by others as a result of any coordination or occurrence whatsoever related to this project. The City of Liberty Lake has volunteer L&I for any injury occurring during the course of this work. However, the City will not be responsible for the loss of wages as a result. It is, therefore, the volunteer's responsibility to report any injuries promptly to the project coordinator. It is also agreed that the volunteer will follow all laws and safety rules and regulations pertaining to construction of such a facility. If, in fact, a volunteer causes an injury to another volunteer, the City of Liberty Lake will not be responsible for the conduct of that volunteer or injury of the volunteer who was injured. The volunteer agrees that this release, hold harmless and indemnity agreement shall be binding on this date.

DATED THIS _____ day of _____, _____.

Printed Name of Volunteer

Email Address of Volunteer

Phone Number of of Volunteer

Signature of Volunteer

Signature of City Supervisor/Manager

Witness

Witness

Winter Glow Spectacular Volunteer Schedule

Volunteer Name

Warehouse Work

List of Displays

WAREHOUSE 4612 W. 61st Ave., Spokane WA 99224 Garden Springs Area

Gingerbread House

A volunteer does not have to sign up to be at the WG Warehouse. Any help on any day is appreciated.

2D displays

Wednesday, November 13th: Start moving displays to park warehouse

Train display

Thursday, November 14th: Move displays from WG to park warehouse

Zoo display

Tuesday, Nov 19th: Work at WG Warehouse to re-load trailers 9-3 pm

Enchanted forest

Wednesday, Nov 20th: Work at WG Warehouse to re-load trailers 9-3 pm

Mega trees

Park Work - Display Set Up

Super mega trees

Friday, November 15th: Start setting up displays in park 9-3 pm

Carol small tree lights

Saturday, November 16th: Set up displays in park 9-3 pm

Lights in the creek

Sunday, November 17th: Set up displays in park 9-3 pm

Sponsor displays

Monday, November 18th: Set up displays in park 9-3 pm

Winter Glow street signs

Thursday, Nov 21st: Unload WG Warehouse trailers into Park 9-3 pm

Photo opportunities

Friday, Nov 22nd: Complete park display set up 9am-??? pm

Large snowmen

Saturday, November 23rd: Test all lighting and displays 9-2 pm

Snowmen

Saturday, November 23rd: Set up Sponsor 10'x10' Tents 2 pm

Love, Joy, Peace, Hope signs

After Lighting Ceremony Event

Sleigh/reindeer & Santa

**Volunteers needed to do nightly walk thru park to repair any damages.*

Holiday music house

Sunday, November 24th thru Wednesday, January 1st: Park stays lit up*

Tomato cage trees

**Please list days you can walk thru park here:*

Candles

Park Work - Display Tear Down

January 2nd Tear Down and remove all displays from park 9 – 3 pm

January 3rd Tear Down and remove all displays from park 9 – 3 pm

January 4th Tear Down and remove all displays from park 9 – 3 pm

January 5th Tear Down and remove all displays from park 9 – 3 pm

January 6th Tear Down and remove all displays from park 9 – 3 pm

WG VP & Project Director - RICH REILLY (509) 879-0496

WG Marketing & Sponsorships - SHIRLENE INGRAHAM (509) 869-4984

WG Secretary/Treasurer - PHIL ROBINSON (509) 280-7775

Volunteer Coordinator - Anita Eylar (509) 862-7744 Email: aeylar@libertylakewa.gov

City of Liberty Lake Operations & Maintenance Director - Jen Camp (509) 755-6714



**TIMESHEET
VOLUNTEERS**

2019

Volunteer Name: _____

Department: Winter Glow Spectacular

Date	November Hours	December Hours	January Hours	
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				
8th				
9th				
10th				
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28th				
29th				
30th				
31st				
TOTALS	-	-	-	QUARTERLY TOTAL
				-

Volunteer Signature

Supervisor Signature