



# 2025 Volunteer Package



**August 29 - 31, 2025**

Thank you for your interest in becoming a Volunteer at Smoke 'N' Spurs Festival. Included in this package is all of the information you will need to decide if you would like to join our team.

On Pages 1 - 4 you will find all information about volunteering at Smoke 'N' Spurs Festival- this is for you to keep. You will receive a detailed volunteer manual at orientation.

On pages 5/6 you will find the application form. Please return that to us as soon as possible so that we can make sure we place you in a spot that matches your skills and interests!

On Page 7 you will find the Parental Consent form. Only volunteers aged 14-17 are required to fill this out and return it with the application.

This festival requires a large team of volunteers to be successful and we are incredibly grateful that you have expressed interest in joining our team! If you have any questions about this package or what it's like to volunteer at Smoke 'N' Spurs, please reach out to Jess Knowlton at 705-491-5641 or email [smokenspurs@gmail.com](mailto:smokenspurs@gmail.com).

## Introduction

As you may know, this will be the second year that Smoke 'N' Spurs Festival is located at the Anderson Event Park. The festival is an outdoor event with three fun-filled days and nights held annually on Labour Day weekend. The festival is owned by Garry and Jennifer Anderson and organized with help from staff and volunteers on the Festival Committee.

Festival activities include a professional rodeo, live outdoor concerts, a show'n'shine, mudbog races, truck and tractor pulls, FMX pro riders, kidz zone, vendor village and more! We also have camping on site!

The festival gates will be open:

- Friday 9:00am until 12:00am
- Saturday 8:00am - 12:00am
- Sunday 8:00am - 3:00pm - Festival patrons may enter for free after 3:00pm on Sunday

The success of the festival lies essentially in its diversity and its ever-changing and expanding nature. The committee members, volunteers, stakeholders, and sponsors make up the team that contributes to the growth and success of the Smoke 'N' Spurs festival.



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## Equal Opportunity

The Smoke 'N' Spurs Festival committee is dedicated to ensuring equal volunteer opportunities to all. Please advise the Festival Coordinator of any limitations you may have, and they can assign you to a more suitable position.

Festival Coordinator – Jess Knowlton – 705-491-5641

## Benefits

Many of our volunteers tell us that their biggest reward comes from helping others. As a volunteer you are tremendously valuable to the Smoke 'N' Spurs Festival. You help in many ways such as:

- Serving your community by being an active and vital member of the community.
- Making new friends and meeting new people.
- Developing and gaining job skills while discovering new experiences and benefits from serving others.
- Brushing up on old skills and gaining new ones.
- Sharing your knowledge, wisdom, and experience with others.
- Enjoying the pleasures that come with helping those in need.
- Receiving recognition for your services to the community.

## Volunteer Recognition – Our Thanks to You

In exchange for your valuable time, you will receive:

- A weekend pass to the festival
- A volunteer T-shirt with the Festival Logo
- Shift care package
- \$15 meal voucher for scheduled shifts 6 hours or more
- Recognition Party – Details to come!
- Community Service hours for High School Students!
- Bar staff split the tips earned throughout the weekend
- Complimentary campsite in staff/volunteer area (if required)

## Minimum Requirement

To receive the above recognition package we ask you to please:

- Attend at least one of the grounds prep days – lunch will be provided. Schedule to come.
- Attend orientation – you will receive your volunteer pass, t-shirt, volunteer manual and schedule that day;
  - You will review, make any necessary changes to and approve your schedule at this time.
- Show up to your scheduled shifts – you will receive your wristband on your first shift. You will receive your meal voucher and care package at the start of each shift – you must sign-in at the main gate to receive this.

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## Basic Rules

- Please arrive to your scheduled shift 10 minutes before start time, dressed clean and neat with your volunteer shirt on (please do not modify your shirt).
- Sign-in for your shift at the main gate – you will receive your care package and meal voucher (for 6 hour shifts or longer).
- Report to your department leader for task assignments – they will be your main contact throughout your shift.
- While on shift:
  - Only accept realistic assignments and have a clear understanding of the job, carry out duties promptly and reliably.
  - Behave in a friendly and courteous manner – treat other volunteers, performers, staff and audience with respect.
  - Accept the guidance and direction of volunteer coordinators, department leads, and other volunteers.
  - Be alert, sober and drug free while volunteering.
  - Communicate any issues or concerns with your department leader.
  - Refrain from the use of profanity, behaviour deemed inappropriate or negative attitude.
  - Everyone is a customer! Treat them as you would like to be treated yourself.
  - If you come across someone in need, please offer your assistance or seek assistance.
  - Be prepared for changes in weather (a hot sunny day can turn into a cool, rainy evening). Be sure to wear comfortable footwear!
  - We want you to enjoy the festival and the activities that go on during it. To ensure that you get to do that, we have made shifts shorter this year and are providing you with a weekend wristband. We ask that you enjoy the festival events outside of your scheduled shift. While on shift, we appreciate you completing your assigned tasks.
  - Once you have completed your assigned tasks, please report to your department leader for additional instruction.
- Friends and Family – When working your volunteer shift, please do not bring your family and/or friends with you. Though this is not a monetary compensated job position, you have committed to helping the festival and should not be distracted during your shift. Please feel free to join the events after your shift when not in uniform!
- Shift Cancellations/Absence – once you have agreed to your shifts, you should consider them to be set in stone and further changes should not be made. IF an emergency situation arises, or you become ill and are unable to attend your shift, you must notify the Volunteer Coordinator immediately and provide your expected return date/time.

Volunteers that do not show up for a shift without notifying the volunteer coordinator, or do not have a valid reason, will be required to return their volunteer t-shirt, will have their wristband revoked, and will not be invited back for future volunteer opportunities. Please understand, other volunteers are relying on you to show up, When you do not, another team member will have to work extra hours.

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### Volunteering at the Bar

- This year, all tips will be split equally between each person working the bar each shift. The festival owners will match the tips made to ensure staff are rewarded with a reasonable tip at the end of their shift.
- Bar staff are required to submit their SmartServe with their application. There will be two bar shifts- Day Bar and Concert Bar. Please select Morning/Afternoon on the availability chart if you would like to work the day bar. Please select Evening/Night if you would like to work the Concert Bar. If you want, you may select both schedule times and we will place you according to need!
- The bar will be open from 11am – 2am Friday, Saturday and Sunday this year.

### A great big THANK YOU!

Being a volunteer can be a rewarding experience. Being a Smoke 'N' Spurs Festival volunteer is also a great time! Our Festival needs many people volunteering over the 3 days. Each and every one of you is key to the success of the Festival. By volunteering you are not only helping us maintain our great family fun festival, but you are also contributing to making life long memories for the people that attend the festival! Thank you for donating your time and enthusiasm to make this year's Festival a success.

We appreciate your willingness to volunteer at Smoke 'N' Spurs Festival. We hope you will enjoy your experience as a volunteer. As you learn your volunteer duties feel free to ask questions. Our staff is happy to help you. Because of your commitment as a volunteer at the festival, together we can continue to put on a spectacular event year after year!

Thank you!



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Volunteer Application

Smoke 'N' Spurs Festival relies on the dedication and generosity of volunteers to be a great success. We are grateful for your interest in joining our team. Please make sure to complete all sections of this form and return it at your earliest convenience. Thank You!

Personal Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Age: \_\_\_\_\_

Email: \_\_\_\_\_ Shirt Size: \_\_\_\_\_

Are you looking to get community service hours? Y / N School Name: \_\_\_\_\_

Will you require a campsite in our designated staff/volunteer area? Y / N

Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Skills and Volunteer Experience

Did you volunteer for Smoke 'N' Spurs Festival in 2024? Y / N  
(If yes, please tell us what your role was)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide details about your skills, work experience and other volunteer experience that may benefit you as a volunteer at Smoke 'N' Spurs Festival.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to volunteer at Smoke 'N' Spurs Festival?

\_\_\_\_\_  
\_\_\_\_\_



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Preference and Availability

We place our volunteers based on need per program area. Although we would like to place everyone exactly where they want to be, we cannot guarantee you will get your top choice of program area. You could be placed in any of the areas listed below. Please check the jobs you are most interested in and are willing to work.

- Merch Booth - Selling Smoke 'N' Spurs branded items
- Grounds Crew - Grounds maintenance, garbage pick up, washroom sanitation
- Kidz Zone - Assist children with hands-on activities (games, inflatables)
- Customer Service - Gate house staff, selling tickets, checking patrons in
- Back Stage Crew - Maintaining band hospitality rooms, accommodate band needs
- Campground Crew - Directing campers to sites, check-in guests, washroom sanitation, garbage pick-up, hospitality cart sales
- Traffic Control - Directing traffic, ensuring vehicles park safely, mobility shuttle driver
- Set Up Crew - Vendor assistance, band load-in, install fencing, signage, tents, etc.
- Hospitality - Bar / Beer Cart Server (must have SmartServe!), Bar runner (19+)
- Floater - Providing assistance as needed

Please complete the availability table below. We will work with your availability and our program area needs to establish a schedule that allows you to volunteer and also enjoy the festival!

Date/Time	Morning	Afternoon	Evening	Night
Thursday				
Friday				
Saturday				
Sunday				
Monday				

I would like to volunteer to set up from Monday, August 25th - Thursday, August 28th

Agreement

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentation made by me on this application may result in my immediate dismissal.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Youth Volunteer Consent Form  
(Required for all youth volunteers aged 14-17)

In order for your child to become a volunteer with Smoke 'N' Spurs Festival, we need your consent and your involvement in helping them have a meaningful experience. Please read and sign this parental consent form.

I, the undersigned parent/guardian of \_\_\_\_\_, who is at least fourteen but not yet age eighteen, do hereby authorize my child to participate in volunteer activities with Smoke 'N' Spurs Festival. I understand that he/she will be provided with orientation and training necessary for the safe and responsible performance of his/her duties and that he/she will be expected to meet all the requirements of the position, including regular attendance and adherence to Smoke 'N' Spurs Volunteer Policies and Procedures. I understand that he/she will not receive monetary compensation for the services contributed.

I release Smoke 'N' Spurs from any and all liabilities related to or arising from my son/daughter's service as a volunteer, even if arising from Smoke 'N' Spurs Festival negligence, to the fullest extent permitted by law, except in the case of gross negligence on the part of the Smoke 'N' Spurs Festival. I also agree that I will assume all costs and expenses (including medical care costs) associated with any injury related to or arising from my son/daughter's service as a volunteer.

This parental consent form shall remain in effect for the period of time my son/daughter is a volunteer with Smoke 'N' Spurs Festival.

I have read, understand, and accept these terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Youth: \_\_\_\_\_



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