



16th Annual

Starry November Night

Friday November 19, 2021

VOLUNTEER PACKET

All Volunteers receive a free t-shirt!

Starry November Night is one of South Louisiana's most anticipated annual events. It's a safe, family-friendly, and free-to-attend celebration in the heart of the downtown district. Local musicians, artists, and small businesses provide quality entertainment for all ages, cultivating a one-of-a-kind atmosphere that can only be found in Downtown Hammond.

I. Application Process:

1. Complete the Volunteer Application online. [LINK HERE.](#)
2. **Deadline to sign up is November 10th, 2021.**
3. After a review of the application you will be notified via email with more information.

II. General Rules:

1. Starry November Night is expected to operate rain or shine. Dependable volunteer participation is crucial to hosting a successful event.
1. The DDD reserves the right to condense or extend event hours.
2. Volunteer profanity (verbal or otherwise), shouting and disruption during Starry November Night will not be tolerated.
3. Alcohol and tobacco use are not allowed during volunteer hours.
4. Must be 15 years of age or older to volunteer.
5. Volunteers under the age of 18 need parent/guardian permission to participate.
6. **There will be a volunteer meeting prior to the event on November 10th at 6:30pm in the City Council Chambers, 312 E. Charles St.**
 - **Anyone that cannot attend please notify the DDD.**
 - **If you are volunteering with a group or organization, 1 or 2 "team leaders" should attend the meeting.**

III. Volunteer Roles and Duties:

1. Approved volunteers will be placed in designated spot for Starry November Night at the DDD's discretion and based on the role you signed up for.
2. Volunteers may be placed in the following stations: set up, main stage attendant, check in/communication, wine walk, beer booths, listening local stage, and crowd survey. Other stations may be added.
3. Volunteers can expect to be doing some of the following during their shifts:
 - a. Setting up tents and tables, checking IDs, giving bracelets, directing guests, serving refreshments, working the beer booth, taking money and making change, checking in



vendors, answering questions, handing out material, surveying the crowd, assisting the staff and committee in general, or picking up. Other responsibilities may be added.

4. Volunteers will receive placement and details via email.

IV. Volunteer Shifts:

1. All volunteers will check in at the Starry November Night Headquarters (will be announced at a later date) 15 minutes before scheduled shift times.
2. All shifts are 2.5 hours long. (The last 30 minutes is used to help get the next volunteer group up to speed.)
3. Volunteers will be placed at the DDD's discretion and based off of the role you signed up for.
 - o **Shift 1:** 2:00pm-4:30pm
 - o **Shift 2** 4:00pm -6:30 pm
 - o **Shift 3:** 6:00pm -8:30pm
 - o **Shift 4:** 8:00pm -10:30pm

I. Inclement Weather Clause

- a. Starry November Night is expected to operate rain or shine.
- b. Starry November Night may be cancelled or postponed in the event of:
 - i. A state-issued state of emergency
 - ii. A severe weather warning
 - iii. City of Hammond closure
- c. In the event of a cancellation, the Hammond DDD may choose to reschedule the event to a later date.

V. Hold-Harmless Clause and Insurance

All authorized vendors participating in Starry November Night 2021 shall be individually responsible for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the volunteer's negligence or that of its servants, agents, and employees, and all volunteers hereby agree to indemnify and save the Hammond Downtown Development District harmless from any loss, costs, damages, and other expenses, including attorney's fees, suffered or incurred by the Hammond Downtown Development District by reason of the volunteers' negligence or that of its servants, agents and employees; provided that the volunteers shall not be responsible nor required to indemnify the Hammond Downtown Development District for the Hammond Downtown Development District's own negligence or that of its servants, agents, and employees.

CONTACT US

Email: tallo_ca@hammond.org Phone: 985-277-5680

VISIT THE STARRY NOVEMBER NIGHT EVENT PAGE:

dddhammond.com/starrynovemberevent/

