



## Volunteers Needed for the 2022 Dane County Fair!

Are you interested in earning community service/volunteer hours this summer and helping the youth of Dane County? The Dane County Fair is looking for gate monitors, exit monitors, admission gate ticket takers, and information booth staff for the 2022 Dane County Fair, July 21-24 at Alliant Energy Center.

**Admission Gate Ticket Taker/Exit Staff/Monitor/Information Booth Staff:** There are three (3) ticket admission gates, two (2) access gates for Fair vendors/suppliers, and one (1) information booth in the center of the grounds. Ticket takers are needed at each admission gate to accept tickets and greet attendees, Exit Staff monitor exits and provide wristbands to re-enter the Fair, and Monitors ensure that attendees do not enter the grounds through their gates. The Alliant Energy Center of Dane County provides ticket sellers for the admission gates; Fair volunteers do not handle admission fees. Some responsibilities of a ticket taker/exit staff/monitor/information booth staff include:

- **Ticket Taker:**
  - **Provide Customer Service:** The Fair is a fun place, and this is an opportunity to meet and welcome attendees. A friendly statement is made to visitors like “Welcome to the Dane County Fair – Have Fun!”
  - **Distribute schedules:** A daily schedule of events will be available via a QR code at each gate for attendees to download, and there may be a few copies available at each gate for those who would like a paper copy.
  - **Collect and/or punch tickets:** As tickets are presented, they are punched or placed in a drop box at the gate and turned in for accounting purposes.
  - **Scan electronic tickets:** Some attendees will purchase tickets online through Eventbrite and will present their QR ticket via their mobile phone or paper to be scanned in order to enter the grounds.
- **Exiting:** As visitors leave, thank them for coming and ask if they plan to return that day. If so, you will need to give them a wristband to put on at that time so they can re-enter later at no charge by 9:00 p.m. each day.
- **Monitor:** Direct attendees and others to appropriate gates as needed, and open gates for vehicles with supplies and tag vendor vehicles to help identify their reason for being inside the gates during designated times.
- **Information Booth:** Assist attendees with questions on where areas are located around the grounds, collect any Lost and Found items, and provide library participation ribbons to youth who participated in a summer reading program.

### Dane County Fair will provide:

- **Identifying attire:** A staff nametag, lightweight orange/safety vest, and hat are provided for your shift.
- **Two-way radio:** Gates are equipped with two-way radios if you have questions or need assistance.
- **Electronic scanners at Gates 1, 2, 3:** Scanners will be used for attendee tickets purchased through Eventbrite. The Fair has increased the order to have enough scanners to rotate when charging is needed. Electricity will also be at each paid gate if charging is needed on-site.
- **Security:** Off-duty/retired officers from the Dane County Sheriff’s department will serve as DCF Security as well as CSC security members and Dane County Sheriff’s Deputies. All groups will provide security and control any problem areas. They patrol the admission and vehicle gates, exhibit areas, and fence line regularly.

#### **NEW additional security measures include:**

- Dane County Sheriff’s Deputies will be at each paid Gate (1, 2, 3) from 5:00pm–11:00pm each night.
- CSC Security members will be at Gates B & C from 5:00pm–11:00pm each night.
- Modified Gate areas (tents and attendee lines) to allow for a more visible area for attendees and reduce areas for attendees to sneak in.
- Physical fence gates have been added for all Gates (1, 2, 3, B, C) that will close at 9:00pm each night. Accessing the Fair after 9:00pm will NOT be allowed, only exiting will be allowed from 9:00pm–11:00pm.
- The detailed Event Operations Plan will be available to all staff and volunteers in June that will detail safety and security protocols, along with maps, etc.
- **Admission passes:** Passes and an information packet will be available for pick up on Thursday, June 23 from 4:00pm-7:00pm at Alliant Energy Center – Exhibition Hall Atrium, allowing you to gain access for your shifts.
- **Staff/Volunteer meeting:** A Staff/Volunteer meeting will also be held at 7:00pm on Thursday, June 23 at Alliant Energy Center – Exhibition Hall (Mendota 1) to give an overview of the Fair, new items, and to meet others working at the Fair. All staff, volunteers, and partners are encouraged to attend.

Two people will be stationed at each gate per shift depending on the Gate, possibly more if needed. This allows for breaks. There are three (3) shifts per day: 9 am–1 pm; 1– 5 pm; and 5– 9 pm. Please indicate ALL shifts you are available to work. A schedule will be mailed by early July detailing your schedule. For youth volunteers, we require an adult to be present and volunteer alongside the youth.

If you are interested, please complete the enclosed form, email it to [info@danecountyfair.com](mailto:info@danecountyfair.com), or mail it to the address below. If you have any questions, please contact Danielle Ziegler at (608) 291-2900. Thank you!



**2022 Dane County Fair**  
**Admission Gate Ticket Taker/Exit Staff/Monitor/Information Booth**  
**Volunteer Form**

If you or your organization would like to volunteer at the Dane County Fair as an admission gate ticket taker(s), complete this form and mail or email it to Danielle Ziegler at your earliest convenience – address and email below.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone Number (cell)

\_\_\_\_\_  
Number of Youth

\_\_\_\_\_  
Number of Adults

For youth volunteers, we require an adult to be present and volunteer alongside the youth.

Admission passes for the day of service will be provided to all volunteers.

All shifts are to check-in at the Fair Office – Mendota 1 Room of the Exhibition Hall.

**Select One:** Gate Ticket Taker

Exit Staff/Monitor

Information Booth Staff

Day	Date	Shift	Available (yes or no)
Thursday	July 21, 2022	9 am – 1pm	
		1– 5 pm	
		5 – 9 pm	
Friday	July 22, 2022	9 am – 1pm	
		1– 5 pm	
		5 – 9 pm	
Saturday	July 23, 2022	9 am – 1pm	
		1– 5 pm	
		5 – 9 pm	
Sunday	July 24, 2022	9 am – 1pm	
		1– 5 pm	
		5 – 9 pm	

**Additional notes:** \_\_\_\_\_

PO Box 287 • Oregon, Wisconsin 53575  
608-291-2900 • [info@danecountyfair.com](mailto:info@danecountyfair.com) • [danecountyfair.com](http://danecountyfair.com)  
*The Dane County Fair is held at the Alliant Energy Center.*