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**HIDDEN KALAMAZOO TOUR VOLUNTEER APPLICATION - 2017**

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## **Thanks for your interest in volunteering for the FIFTH Hidden Kalamazoo tour! June 18 & 19, 10am to 4pm**

See below for more info – but you will need to attend an orientation session on Tuesday, June 6 at 5:30 in the community room at city hall OR on Tuesday June 13<sup>th</sup> at 5:30 in the same room. At the orientation you will receive your assignment and script, T-shirt if you need one AND free ticket!

**THREE ways to respond:**

Use “Reply” then fill in the information below the double line and send back to [ferraros@kalamazoo-city.org](mailto:ferraros@kalamazoo-city.org).

Use “Forward”, cut and paste this email address into the “To” box [ferraros@kalamazoo-city.org](mailto:ferraros@kalamazoo-city.org) then fill in the information below the double line and send. Fill out the attached application and send it back as an attachment

**Have you been a tour guide for Hidden Kalamazoo before?**

- Returning volunteer – I already have a T-shirt and my contact info is unchanged
- New recruit tour guide – I will need a T-shirt – my contact info is below

**#1) NAME**

**#2) Phone number (best to reach you?)**

**#3) Email address (best to reach you?)**

**#4) I can attend the orientation and training on:**

- Tuesday, June 6 at 5:30 - community room at city hall (241 W. South)
- Tuesday June 13 at 5:30 - community room at city hall (241 W. South)

**#5) Choose a position – scroll down to (A) POSITION DESCRIPTIONS at the end of this form for more details:**

- Site manager – all day 9:30am to 4 :30pm – box lunch provided each day.  
You can work for one full day OR both days
- docent/tour guide – 3 hour shifts

**#6) Choose a site or sites**

*Choose from the sites listed below. Where are you interested in working? Or would you be happy anywhere? Is there anywhere you are NOT interested in working?*

**( ) I would be happy anywhere (skip the rest of this section – GO TO #7)**

**Rank your choices 1, 2, 3 – write “No” if this is a site you do NOT want to work:**

- Park Club – 219 West South – private club since the 1920s
- Masonic Temple – 309 North Rose – built in the 1920s and saved in the 1980s
- Park Trades – 334 West Kalamazoo – artists and basement spaces
- Old Dog Tavern (Star Building) – 402 East Kalamazoo – old industrial building, first home of Heritage Co and great bar
- Muleskinner – 316 East Water – moved to this site with an attached interurban car

- ] City Hall –Lego display & hub.
- ] Bronson Park – Iannelli Fountain
- ] **Secret Site \*\* Sorry no details until after June 12 – this site may be a work in progress so it may OR may not be included in the tour. Gamble a little, it might be really interesting !**

**#7) WHICH SHIFT(S) ARE YOU INTERESTED IN? put an “X” in the space – or if you are flexible, rank the shifts you prefer using 1, 2, 3:**

**( ) I will work any shift you assign (skip this section – GO TO #8)**

**Saturday shifts**

- ] 1st – 9:45 am to 1:15pm
- ] 2nd - 12:45pm to 4:15pm

**Sunday shifts:**

- ] 1st – 9:45 am to 1:15pm
- ] 2nd - 12:45pm to 4:15pm

**#8) WHAT IS YOUR T-SHIRT SIZE? (Default is XL – if you do not choose a size the extra t-shirts will be XL)**

- ) Small       ) Medium       ) Large       ) XL       ) 2XL
- ] I already have a T-shirt

- **Volunteers need to attend an orientation and briefing session on Tuesday, June 6<sup>th</sup> at 5:30pm OR on Tuesday June 13<sup>th</sup> at 5:30pm in the community room - City Hall - 2nd floor - 241 West South. We will hand out T-shirts and scripts and run through some interior photos with pointers on how to lead a group. It is very important that you attend this session. Bring your questions!!**
- **Volunteers need to report ON TIME for your shift for building orientation - you will tag along on a tour to familiarize yourself with the site and the script.**
- **Volunteers should wear their HIDDEN KALAMAZOO T-shirt (So we need to know your size!!) You may wear slacks, a skirt or shorts - whatever you are comfortable in.**
- **Wear comfortable shoes that support you. Let me say that again – WEAR VERY COMFORTABLE SHOES OR SANDALS. PLEASE - NO FLIP FLOPS! Some of the buildings have been vacant for a long time and while they are not hazardous, there may be things on the floor.**
- **Shifts for Docents/tour guides are 3.5 hours - we would love to have you volunteer for more than one shift. The tour is Saturday and Sunday.**

**Here is the Hidden Kalamazoo website: [www.hiddenkalamazoo.com](http://www.hiddenkalamazoo.com)  
Follow us on Facebook also at Hidden Kalamazoo or follow on Twitter  
#hiddenkalamazoo**

QUESTIONS and comments – call Sharon Ferraro 269-337-8804 or email at [ferraros@kalamazoo.org](mailto:ferraros@kalamazoo.org)

## **(A) POSITION DESCRIPTIONS**

**SITE MANAGER (SM):** We need a site manager (SM) for each of the tour sites - the site manager will manage the tour guides, acting as a gatekeeper. As the "tourists" arrive the SM will ask folks to line up, punch or mark their tickets, answer questions and when enough people have accumulated, read a short history of the building, then - assign the group of tourists to a guide and get them started. Site managers have detailed instructions for the number of tourists in each group.

- Site managers need a cell phone
- Site manager – both days or just one day. All site managers must commit to a minimum of one full day. (And we really love the ones that are willing to take on both days!)
- We provide lunch for site managers each day. Let us know if you have dietary restrictions

**DOCENTS/TOUR GUIDES:** Each site and tour will have a script to work from. The script will be available on your training day (on paper – we will provide a copy to take home OR after June 6 they can be sent as an email attachment) include facts about the buildings and the people that used the buildings and any details we think people might be interested in. Scripts will also include specifics meant to keep the tourists safe. There will be some areas where there are closed doors or taped off areas. *Under no conditions will the tourists be allowed to go into these spaces. (Sometimes storage or a bit of a hazard or owner's preference.)*

- Docents should arrive ON TIME for the assigned shift for tour orientation. The shifts overlap so the new shift can tag along behind the previous shift.
- Wear comfortable shoes – please no flip flops
- There will be spare copies of the script at each site.

**QUESTIONS and comments – call Sharon Ferraro 269-337-8804 or email at [ferraros@kalamazocity.org](mailto:ferraros@kalamazocity.org)**

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