




Volunteer Toolkit

Event: Military Marvels Art Market

Date: Saturday, December 13

Public Event Time: 2:00 PM – 6:00 PM

Vendor Setup Time: 12:00 PM – 1:45 PM

Location: Evergreen State College Tacoma  1210 6th Ave, Tacoma, WA 98405

Event Description:

Military Marvels is a community-centered art market showcasing military-connected artists and creatives. Vendors will engage with families and visitors exploring Tacoma's winter events.

• Purpose of Volunteering

To help create a safe, smooth, and welcoming event experience for all guests.

• Who the Event Serves

Veterans, active-duty members, military-connected families, youth, and our local community.

• Expectations and Conduct

Be kind, professional, and supportive. Follow staff instructions, stay in your assigned area, respect guest privacy, and help maintain a safe environment.

Volunteer Roles

- Setup crew
- Vendor support
- Greeters
- Raffle support
- Crowd monitors

Shift Structure

- 3-hour shifts
- Check-in process

Day-Of Expectations

- Stay in assigned area
- Assist families
- Ask if unsure

Safety & Conduct

- Keep pathways clear
- No photos of minors
- Report issues promptly

