



Mesa - Falcon Field Airport

Volunteer Information

Falcon Field Airport Open House

9 a.m.-3 p.m. Saturday, March 30, 2019

Thank you for your interest in volunteering to assist with the 2019 Falcon Field Airport Open House. The event is scheduled 9 a.m.-3 p.m. Saturday, March 30. The talents, time and effort of many people are required to make it a success, and we truly appreciate your help!

Location: Open House events will be held at Falcon Field Park and in hangars and airport ramps along Fighter Aces Drive. The event site is accessed from McKellips Road, turning onto Falcon Drive (north of McKellips Road between Greenfield Road and Higley Road). Continue north for approximately one block and turn left onto Fighter Aces Drive. For online mapping use the following address: 4636 East Fighter Aces Drive, Mesa, AZ 85215.

Volunteer Parking: Volunteers should park in one of the public parking lots designated for the event. Signs and parking staff will direct you. Parking information also can also can be found at

<http://www.falconfieldairport.com/my-community/falcon-field-open-house/location-parking>

- 1) Enter at the intersection of McKellips Road and Falcon Drive, just east of Greenfield Road. Turn north at the traffic signal and follow signage to the parking area.
- 2) There will be two (2) parking entrances on the west side of Higley Road between McKellips and McDowell roads.
 - At **Eagle Drive** there is a traffic signal where a uniformed traffic officer will be stationed. Turn west onto Eagle Drive and continue northward to the parking areas.
 - At **Falcon Drive** there is no traffic signal, but a uniformed traffic officer will direct traffic turning into the airport. Continue west on Falcon Drive to the parking areas.

After parking, walk a short distance to the designated shuttle stop, which will be marked with signage. Shuttles will transport you across the airport to the event site and will be available after the event to return you to your vehicle.

Check-In:

Boeing Volunteers

Employees of The Boeing Company who are volunteering for the Open House will meet Mike Kravec at the Apache helicopter at 8:00 a.m. A group photo will be taken, then there will be a briefing to receive assignments, lunch vouchers, water. You also will be told where to obtain materials specific to your assignment and meet the Boeing volunteer leads.

Boeing volunteers will wear Boeing-issued shirts. If you would like to have an event T-shirt, please stop by the Falcon Field Airport booth on the north side of Falcon Field Park any time during the day.

Other Volunteers

Please plan to arrive at the Falcon Field Airport event information booth by 7:45 a.m. for a volunteer briefing. It is important that you arrive on time because after the briefing, volunteer teams will disperse to their assigned locations and it will be more difficult to place you with your team.

The information booth will be located near the center of Falcon Field Park. It will have a navy shade canopy with the airport logo and "Falcon Field Airport." If someone is dropping you off, from Falcon Drive they can turn left onto Fighter Aces Drive and drop you off near the ramadas on the north side of the park. To exit, they should continue circling around the park and exit back out of Fighter Aces Drive.

At the volunteer briefing we will:

- confirm and explain your volunteer assignment
- introduce you to airport staff and volunteer leads who will be your contacts
- review general event information and logistics to assist you in answering questions
- distribute event programs and a contact telephone list
- provide you with a T-shirt that identifies you as event staff provide you with a voucher for a free lunch from selected event food vendors, as well as bottled water
- if you have not yet signed the required volunteer registration forms, we'll ask you (and a parent if you are under age 18) to sign them at the booth
- answer your questions and concerns

Recommendations: It is recommended that you wear comfortable clothing and bring a hat, sunscreen, and water. The airport will also have cold bottled water available at the information booth throughout the day. It is not required, but if you have a cellular phone, you may wish to use it during the event to communicate with your team or for emergencies.

Volunteer Duties:

On event day, volunteers may be assigned to:

- Assist exhibitors/vendors with booth set-up
- Distribute event programs to visitors
- Assist visitors at the information booth
- Provide roadway or gate access control
- Litter control
- Food court assistance
- Deliver water or supplies to other volunteers stationed throughout the event site
- Mascot escort
- Assist with event clean-up

Important Notes:

- We ask that you be courteous and friendly when interacting with visitors. Should you encounter any difficult situations, consult with your team leader or event volunteer supervisor, call an airport staff member, or go to the information booth to seek assistance.
- If you or an event visitor requires emergency assistance while at the Open House, please call 911. If you do not have a cellular phone, contact an airport staff member at the information booth. There will be police, fire and emergency medical personnel stationed at the Open House, and they will be dispatched by the 911 dispatcher.
- For other questions or concerns, please contact Dee Anne Thomas:
Cellular/Event Day Telephone: (480) 242-6693. **For communication on event day, please call via cellular telephone. Text messages may not be seen in a timely manner.**