Grounds Committee – Detailed Procedures

Austin String Band Festival · Austin Friends of Traditional Music (AFTM) · In chronological order · Updated December 2025

> Contact details for people and organizations are available from the Grounds Committee chair or any AFTM board member. To ask, email **volunteer@aftm.us**.

Book Camp Ben

Soon after a festival, book the next festival with Crystal Bacon, the caretaker and point of contact for Camp Ben McCulloch, who lives on site. The booking is generally done by text. The festival has always been on the third full weekend in October.

Food Trucks

- Book food trucks several months in advance of the festival. Ask the person who booked them last year for recommendations.
- Rope off the food truck areas on the Wednesday preceding the festival (one near the newer women's bathroom and one near the playground). Meet the food trucks when they arrive and show them their areas.

Security

- Book security in August by email with Sharon Fiore, Administrative Assistant, Hays County Sheriff's Office, Community Services Division. We have been booking 2 officers on Friday and Saturday for four hours from 6:00 – 10:00 p.m. each day. Two officers and four hours are minimums.
- Meet the officers when they arrive and instruct them to keep one officer at admissions at all times and the other officer to make rounds near the stage and campgrounds.

Port-a-potties

Book the port-a-potties in August by telephone or email with Leinneweber Services, sales@leinneweberservices.com, (512) 847-9511. Rent one handicapped and four regular toilets for two days (Friday and Saturday). Meet the delivery truck and show them where to place the toilets.

Recycling

- Contact DJ Stamp in August to ask him to provide recycling bins. Remind him a week or two before the festival. Ask Tim for his contact information.

- Contact Matt Welch in August and ask if he will bring a dump trailer that we can fill with recycling that he can deliver to a recycling center after the festival. This should be done at the same time that we ask his assistance with loading and unloading the dance floor. See below.

Items to Buy Before the Festival

- Coffee, a variety of tea, large round filters, and creamer (dairy and non-dairy). Two large tubs of Folgers Black Silk from HEB is plenty. It is good and reasonably priced.
- About 200 kitchen trash bags (13 gallon) to be delivered to admissions for distribution to campers.

Load Dance Floor, Signs, etc.

The dance floor, trailer, signs and other items are stored on Tim and Angie Wooten's land in Cypress Mill, TX. Items to load on Wednesday before the festival:

- Dance floor
- Signs with rebar and wire for positioning as needed
- Reed stage backdrop
- Coffee maker and hot pot (for kitchen area)
- Ladder
- Igloo water jug (5 gallon) filled with rainwater
- 5 gallons of extra rainwater for coffee
- Cordless drill drivers, with extra screws. Hammer, small nails, staple gun, other standard tools
- Mirror and large ice chest for the green room
- Extension cords
- Strings of lights for the stage area, mini-set area, etc.
- Pop-ups for admissions
- Tarps
- Stage stairs

This load should be delivered to the festival by Thursday noon for unloading and set-up by volunteers, reloaded Sunday morning and returned to storage. Matt Welch and his employees will load the dance floor from the storage unit on Wednesday and return it to the storage unit after the festival. Tip his employees $20 each. Ask Matt for his help with the dance floor and recycling in August, with a reminder two weeks before the festival. Contact Tim Wooten or an experienced volunteer for further details.

Set-up

- Rope off the workshop and food truck areas by Wednesday preceding the festival at the latest. This is to prevent campers from occupying these areas.
- Obtain the facility keys and lock combinations on Thursday noon or earlier from Crystal Bacon, the Camp Ben caretaker. Unlock the chained areas, Green Room, kitchen, and storage buildings.
- Unload the dance floor and pickup. The positioning of the dance floor, backdrop, stage stairs, lights, and signs should be directed by an experienced volunteer or board member.
- Load all the tables from the metal storage unit at the back turn-around onto a pickup and deliver them to the Green Room, Merch, Kitchen (if there is a silent auction), and Admissions. Ask the manager of each of these areas how many they need. Additional tables and chairs are in the little stone building next to the new men's bathroom.
- Help the Green Room manager with clean up and set up. Items in the Green Room may need to be rearranged, the floor swept. Deliver the large ice chest and the mirror here. Set up tables. Hang the mirror.
- Distribute the chairs from the stone building next to the men's room to the workshop areas. Each workshop has a sign that must be hung (Area A, Area B, etc.). Ask the workshop manager where each area is in advance.
- Set up pop-ups at Admissions.
- If rainy or cold, hang tarps around the merchandise area, admissions pop-ups and other locations as needed.
- String lights above the mini-set area. This is a specific string of lights that will be connected by extension cord to the outlet in the corner of the merch building. Ask Jeanne or an experienced volunteer about them.
- Position the recycling bins near the food trucks, stage, and other high traffic areas.
- Ensure that Matt Welch drops off the recycling dump-trailer on Thursday or early Friday positioned just off the road near the stage and kitchen area. Instruct volunteers to empty the recycling bins into the dump trailer as needed.
- Instruct volunteers to check the restrooms and ensure that they are stocked with toilet paper, hand soap and paper towels from the stone building next to the men's room. They should also remove any full trash bags from the barrels and set them by the road for later pick up. Replace them with new bags from the stone building by the men's room.
- Place the coffee maker, water and hot pot in the kitchen area supplied with coffee, cream, filters, tea, etc. These items will be offered free with a tip jar.
- Meet the food trucks and the port-a-potty truck and direct them to locations determined in advance.

Tear Down

- Disassemble and load the dance floor on the trailer. Make sure the volunteers are under the supervision of experienced board members or volunteers.
- Load all items which were unloaded from the trailer and truck (see list above).
- Return all tables and chairs to the proper storage buildings.
- Check all trash barrels, including the small trash bins in the restrooms and the barrels in remote areas. If they have more than a handful of trash, load the full bags on a pickup and throw them in the dumpster near the entrance. Be sure to replace the trash bags and include an extra. Trash bags are located in the small stone building next to the men's room.
- **When all items are loaded, trash barrels emptied, and Camp Ben is restored to pre-festival condition notify Crystal for a required inspection by a Camp Ben representative. We must pass this inspection to get our clean-up deposit back.**