

2010 East Lansing Art Festival Volunteer Application

APPLICATION DEADLINE: APRIL 16, 2010

Volunteers will be assigned positions in order of date received. Every effort will be made to assign volunteers to their top choices. If space is not available, we will place volunteers in their next choices accordingly. Please refer to the position descriptions on the back of this form when filling out this application.

Name: _____

E-mail: _____

Cell Phone: _____ Phone: _____

Address/City/Zip: _____

I would like to be paired with (if applicable): _____

T-shirt Size (circle one): S M L XL XXL

Regular Positions	Shifts for Saturday and Sunday				
Artist Ambassador/Booth Runner	8-10 a.m.	10 a.m.-12 p.m.	12-2 p.m.	2-4 p.m.	4-6 p.m.
Bike Attendant	8-10 a.m.	10 a.m.-12 p.m.	12-2 p.m.	2-4 p.m.	4-6 p.m.
Information Booth Worker	8-10 a.m.	10 a.m.-12 p.m.	12-2 p.m.	2-4 p.m.	4-6 p.m.
Traffic	6-10 a.m.	10 a.m.-12 p.m.	12-2 p.m.	2-4 p.m.	4-6 p.m.
Main Stage Assistant	8-10 a.m.	10 a.m.-12 p.m.	12-2 p.m.	2-4 p.m.	4-6 p.m.
Stage West Assistant	8-10 a.m.	10 a.m.-12 p.m.	12-2 p.m.	2-4 p.m.	4-6 p.m.
Volunteer Ambassador	8-10 a.m.	10 a.m.-12 p.m.	12-2 p.m.	2-4 p.m.	4-6 p.m.

New Specialty Positions	Shifts		
Finish Crew	Sunday from 4-6 p.m.		
Launch Team	Friday from 9 a.m.-12 p.m.	Saturday from 5:30-10 a.m.	Sunday from 8-10 a.m.
Load-in/load-out VIP's *Must commit to all shifts listed	Saturday from 5-9 a.m.		Sunday from 4-7 p.m.

Please select from the shifts in the above charts and note your preference(s) below:

Position/1st Choice: _____ Day/Time: _____

Position/2nd Choice: _____ Day/Time: _____

Would you like to work both of your shift choices? Y N Would you like to work only one of your shift choices? Y N

PLEASE RETURN TO: EAST LANSING ART FESTIVAL, 410 ABBOT ROAD, EAST LANSING, MI 48823

2010 East Lansing Art Festival Volunteer Position Descriptions

ARTIST AMBASSADOR-BOOTH RUNNER

Artist Ambassadors are a friendly face of the Festival. Ambassadors duties include answering artists's questions, watching over artist's booths when they need to take a break, distributing information to artists and other duties that may arise. Our artists, many who travel alone, greatly appreciate this service. Volunteers who enjoy interacting with artists and patrons will have fun in this position. 8-10 volunteers needed per shift.

BIKE ATTENDANT

New Position! Help us promote an active community! Volunteers will greet festival attendees who arrive on bicycles and help to park and guard their bikes in the bike corral. 4-6 volunteers needed per shift

FINISH CREW

New Position! Work in teams and help close down the festival site including packing up materials, taking down signs and banners. Will require some lifting. 20-25 volunteers needed per shift

INFORMATION BOOTH

Smiling faces are always needed to help point people in the right direction. Volunteers should be familiar with the downtown East Lansing community. Binders with answers to basic festival questions will be on hand for reference. 2 volunteers needed per shift.

LAUNCH TEAM (Set-Up)

New Position! Extra hands are needed to help organize and set-up the festival. This includes setting up the information booth, the Festival Office, banners/signs and other miscellaneous tasks as needed. We will place you in teams of 2 to complete necessary tasks. Will require some lifting. 20-25 volunteers needed per shift.

LOAD-IN/LOAD/OUT VIP's

New Position! Four teams will work together to greet artists, direct them to their assigned booth space, and distribute welcome packets. It is essential that we have a large and friendly team to offer information and direct traffic flow, within the festival site, for a smooth load-in and load-out. 20 volunteers needed. ****Must commit to working Saturday May 22 from 5:00 a.m. – 9:00 a.m. AND Sunday May 23 from 4:00 – 7:00 p.m. *All LOAD-IN/LOAD/OUT VIP volunteers will receive special benefits including: VIP T-shirt, Art Festival poster, invitations to the Applause Party, Artist, Volunteer and Festival wrap up Receptions.***

STAGE ASSISTANTS MAIN STAGE AND STAGE WEST

Volunteers will greet performers, direct backstage parking, assist with CD sales, and run miscellaneous errands, at the Main Stage located in Ann Street Plaza near the clock tower and Stage West at the corner of Abbot Rd. and Albert Ave., as directed by the Performance Stage Manager, 4 volunteers needed per shift

TRAFFIC

Teams of volunteers will work together to greet artists, direct them to their assigned booth space and appropriate parking locations downtown. This is an essential job that gives artists the first impression of the festival and helps them have a smooth load-in. 6-8 volunteers needed per shift

VOLUNTEER AMBASSADOR

Volunteer Ambassadors will assist in checking in volunteers, answering questions about volunteer responsibilities and are a welcome face in the volunteer hospitality room. 4 volunteers needed per shift