



HOUSTON WOMEN'S FESTIVAL

SATURDAY, OCTOBER 24, 2009 @ JONES PLAZA DOWNTOWN

15TH ANNIVERSARY

VOLUNTEER APPLICATION

Full Name				
Address		City	State	Zip Code
Home Phone #		Work Phone #		Cellular #
E-mail Address			Date of Birth (required for beverage booth)	

Describe your availability (year long, day of festival, couple hours during the day of festival). Please be specific:

Experience you'd like to share pertaining to work with festivals or other community events:

Volunteer position and time slot:

Please review the volunteer job descriptions on the following page. You may choose more than one position if you wish to contribute more time than the day of the event.

Please list your volunteer position preferences (and times):

1. _____
2. _____
3. _____

Year-long as needed assistance includes:

Media: writing and sending press releases to newspapers and radio stations.

Sponsorships: securing major sponsorship partners (paid commission)

Volunteer coordinator: Assigning volunteers to cover all positions and work shifts.

Vendor Coordinator: Liaison to market place vendors, Securing payment, assigning vendor space at Jones Plaza, Working with Jones Plaza city coordinator.

Day of Event Positions

Stage Manager (festival or theatrical stage managing experience desired)

Assistant Stage Manager

Floater/Logistics

Helping where needed. Please let us know preferred times.

10 a.m. - 1 p.m.

1 - 4 p.m.

4 - 7 p.m.

7- 10 p.m.

Set Up

Unload truck, post signs and banners, set up tables, set up art show area etc.

7 - 10 a.m.

10 a.m. – 1 p.m.

Admissions

Work at the front gate or the performer entrance. Take tickets and check passes.

9 a.m. - Noon (vendor check-in)

Noon - 3 p.m.

3 - 6 p.m.

6 - 9 p.m.

Beverage Booth (TABC Certified desired)

Sell sodas, beer, wine, and water. Volunteers must be minimum 21 years of age for each slot.

11 a.m. - 2 p.m.

2 - 5 p.m.

5 - 8 p.m.

8- 11 p.m.

Band Merchandise/T-Shirt sales

Help the artists sell their CDs and other merchandise.

11 a.m. - 2 p.m.

2 - 5 p.m.

5 - 8 p.m.

8- 11 p.m.

Video Crew

3 - 6:30 p.m.

6:30 – 10 p.m.

Photography

One – two needed (sample of concert photos required)

Wrap Up (these unsung heroines will be rewarded)

Help with tear down - stack chairs, tables, load supply truck, take down signs, etc

10 p.m.-11:30 p.m.