

Festival 2006 Volunteer Application

Annual Summer Solstice Folk Music, Dance and Storytelling Festival

June 23, 24, & 25 at Soka University, Calabasas, CA

We are always in need of talented, responsible volunteers to help maintain the high quality of this annual event. If anyone you know might be interested in working with us (such as an employee-based volunteer group*), please contact Volunteer Coordinating Committee:

volunteer@ctmsfolkmusic.org

or call CTMS at (818) 817-7756 or info@ctmsfolkmusic.org

Please visit the CTMS Web site at:

<http://www.ctmsfolkmusic.org>

FESTIVAL VOLUNTEERS GET GREAT BENEFITS:

All Volunteers receive:

- ◆ Two Free Festival Admissions –
 - ◇ One for Saturday *And* One for Sunday, **OR**
 - ◇ Two for *either* Saturday *Or* Sunday.
- ◆ One Free Parking Permit (usable both days)

Double Shift Volunteers also receive:

- ◇ Admittance for one person to all the evening events and a coupon for \$5 off any CTMS Country Store Item.

OR

- ◇ Admittance for two people to the evening contra dances

Volunteer Obligations include:

- ◆ You will be mailed a Volunteer Contract with your job assignment and other important information. Please sign and return one copy of the contract immediately.
- ◆ It is **MANDATORY** that you attend one of the Training Meetings held at the Festival site (Soka University). Meetings are held on:
 - ◇ **Sunday, June 4, 2005 at 11:00 AM** **OR**
 - ◇ **Saturday, June 17, 2005 at 11:00 AM**Bring lunch and plan to meet for approximately 3 hours.
- ◆ You are required to report for your shift(s) on time and work your assigned job.

Please fill out BOTH sides and return this entire form to:

CTMS, 4401 Trancas Place, Tarzana, CA 91356-5399

Earliest replies will receive first consideration.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Home) _____ (Work) _____

Email _____ Pgr or
Address _____ Cell _____

Contact Preference (circle one): Email Phone- Home, Work Pgr/Cell

I am volunteering for: 1 Shift
 2 Shifts (with perks)
 Double Shift Job (with perks)

I am already on the CTMS mailing list, do not duplicate.

Please add me to the CTMS mailing list:

I have worked before as a CTMS volunteer in these jobs

Please select several different jobs you would like to do by listing your first, second and third choices in the first column of the schedule on the back. Also circle and number in order of preference the shifts you would like to work for the jobs you have selected.

Rec'd: _____ Job: _____

_____ FOR CTMS USE ONLY

FESTIVAL VOLUNTEER APPLICATION AND SHIFT SCHEDULE

Please choose several jobs in case your first choice is already filled. Number your job preferences in the first column, and then circle *and number* in order of preference the shifts you want.

POSITIONS AVAILABLE		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
A	Festival Set-Up AND Tear-Down	AM	PM	AM	PM	AM	PM	AM	PM
	Arts & Crafts Row Set-Up AND Tear-down					7:00 am - 9:45 am AND 6:00 PM - 8:00 PM		7:00 am - 9:45 am AND 6:00 PM - 8:00 PM	
	Banners Set-Up AND Tear-down (DOUBLE SHIFT)	Set-up 7:00 - 1:00 PLUS Sunday shift Set-up 10:00 - 4:00 PLUS Sunday shift		Set-up 9:00 - 3:00 PLUS Sunday shift		—————→		Tear-down 6:00pm - 10:00pm	
	Festival Signs Set-Up AND Tear-down (DOUBLE SHIFT)	Set-up 10:00 - 4:00 PLUS Sunday shift		Set-up 10:00 - 4:00 PM PLUS Sunday shift		—————→		Tear-down 6:00 - 10:00 PM	
	Festival Site Set-Up AND Tear-down (DOUBLE SHIFT)			10:00 am - 4:00 PM PLUS Sunday shift		—————→		Tear-down 5:00 - 8:00 PM	
	Legacy Quilt Set-Up AND Tear-down (DOUBLE SHIFT)			Set-up 10:00 - 2:00 PM PLUS Sunday shift		—————→		Tear-down 6:00 - 10:00 PM	
	Parking Lot Set Up AND Tear-down (DOUBLE SHIFT)	Set-up 9:00 – 4:00 PLUS Sunday shift		—————→				Tear-down 3:00 - 4:00 PM	
	Street Signs Set-Up AND Tear-down			Set-up 2:00 - 4:00 PM PLUS Sunday shift		—————→		Tear-down 6:00 - 8:00 PM	
B	Festival Operations								
	Accounting Room					800-100	100-600	800-100	100-600
	Back-Up-Runners					800-100	100-600	800-100	100-600
	Children's Area Assistant (* See note in Job Descriptions)					930-130	130-400 *BOTH DAYS	930-130	130-400 *BOTH DAYS
	Country Store				600-1000	800-100	100-630	800-100	100-630
	Entry Control (Ticket Taking & Wrist-banding)				630-1030	800-1230	1230-500 630-1030 700-1100	800-1230	1230-500
	Festival Photographer					900-130	130-600	900-130	130-600
	Gate Controller GATE A				530-1000	730-1230	1230-530 530-1000	730-1230	1230-530 300-700
	Gate Controller GATE B					700-1100	1100-300 800-1200	700-1100	1100-300 300-700
	Grounds Crew				600-1000	1000-200	130-530 500-900	1000-200	130-530 500-900
	Information Booths				600-1000	800-1230	1230-500 500-900	800-1230	1230-500
	Instrument Check					830-1230	1100-300 1230-500	830-1230	1100-300 1230-500
	Instrument Consignment					800-100	100-600	800-100	100-600
	Lake Monitor					900-130	130-600	900-130	130-600
	Parking Lot Crew (counts as DOUBLE SHIFT)				400-900 500-1000 600-1100	700-1200	1200-500 800-100 1230-530 500-1030	700-1200	1200-500 800-100 1230-530
	Parking Lot Fee Collector					800-1230		800-1230	
	Roving Raffle Ticket Sales					930-130	130-530	930-130	130-530
	Sound System Technician				1200-530 630-1100	900-200	200-700 700-1100	900-200	200-730
	Telephone Operator			900-100	100-500 500-900	800-1230	1230-500	800-1230	
	Transport Arriving/Departing Visitors (Large vehicles needed, e.g., van)	Wednesday or Thursday 2 Trips – Time TBD		2 Trips – Time TBD				Sunday or Monday 2 Trips - TBD	
	Volunteer Registration				530-930	800-100	100-600	800-100	100-600
	Water Crew				6:30-10:30	7:00-11:30	12:30-5:00 630-1030	7:00-11:30	12:30-5:00 400-730

↑ _____ Indicate 1st, 2nd, 3rd choice etc. Also number your shift preferences in order as well

Please Note: Shift times may be subject to minor changes after publication. Please check the final times on your contract.

FESTIVAL VOLUNTEER JOB DESCRIPTIONS

A. FESTIVAL SETUP AND TEARDOWN	DESCRIPTION
Arts & Crafts Row Setup AND Tear-down	You will help vendors and craftspeople carry their merchandise from their cars to their booths, using a dolly. You MUST work both morning and evening parts of this job! This is an active outdoor job that requires lifting and carrying.
Banners Setup AND Tear-down (DOUBLE SHIFT)	This is VERY hard work, but fun! You will be working outdoors in teams to hang the fabric banners that decorate the Festival. Some teams will need one person who can climb ladders. You MUST work both a Thursday OR Friday setup shift AND the Sunday Teardown shift.
Festival Signs Setup AND Tear-down (DOUBLE SHIFT)	This is active outdoor work, but not as heavy as banner setup. You will be helping put up and take down information signs on the Festival grounds. You MUST work both a setup shift AND the Sunday Teardown.
Festival Site Setup AND Tear-down (DOUBLE SHIFT)	You will be setting up the Festival workshop areas. This job entails a lot of moving chairs and desks around! It's an active physical job, partly indoors and partly outdoors. You MUST work both the Friday setup shift AND the Sunday Teardown.
Legacy Quilt Setup AND Tear-down (DOUBLE SHIFT)	You will be setting up the Legacy Quilt and structure. This job entails constructing a wooden structure using bolts and hanging quilts. It's an active physical job outdoors. You MUST work both the Friday setup shift AND the Sunday teardown
Parking Lot Setup and Tear-down (DOUBLE SHIFT)	You will be helping layout & stake the parking lots. This is active outdoor work. You MUST also work Teardown on Sunday afternoon.
Street Signs Setup AND Tear-down	Teams of two will follow maps and drive around the Calabasas area, putting up direction signs. On Sunday, you will take down the same signs you put up. You MUST work both the Friday setup shift AND the Sunday Teardown. You MUST have an available car to use.
B. FESTIVAL OPERATIONS	
Accounting Room	You will assist the Festival Accountant in a secure room at the Festival. Specific training will occur during your shift. Volunteers must still attend general training session.
Back-up/Runners	You may find yourself doing any of the jobs on this page, or running errands, according to need! You'll wait to find out at the Volunteer Registration Table, then go wherever the need is greatest.
Children's Area Assistant	Assist staff members with children's activities (this is NOT childcare - parents will attend). Games, songs, dances, etc. * Please note: For the afternoon shift, you must work BOTH Saturday and Sunday shifts to equal ONE shift.
Country Store	Sell T-shirts and other CTMS merchandise, restock displays, and answer questions. Usually seated and in the shade! Its sometimes hectic and high pressure, but everyone who does this job says it's fun! Retail experience is a plus.
Entry Control (Ticket taking/Wristbands)	Teams will work together at the Festival entrance to take people's tickets, put wristbands on them, and check for existing wristbands on people re-entering. You'll be on your feet under a shade canopy most of the time. Mornings are very busy.
Festival Photographer	Festival photographers will be expected to photograph targets identified by the coordinator. Targets include groups on stage, in workshops, and individuals. Must have applied experience, and submit samples for evaluation before being assigned. Must use DIGITAL CAMERA with high resolution setting and turn over CD with high resolution files.
Gate Controller - Gate A	You will greet people as they drive in the main Festival entrance gate. You will help direct traffic to the correct parking lots, answer questions, and smile a lot! This job is on your feet and in the sun. Morning shifts are busier than Afternoon ones.
Gate Controller - Gate B	You will greet artists, staff & vendors as they enter at the remote Festival entrance gate. You will help direct traffic to the correct parking lots, answer questions, and also be responsible for entry security at this entrance. This job is on your feet and in the sun.
Grounds Crew	You'll roam an assigned section of the Festival grounds, pick up trash on the ground, and remove full bags from trash cans, replacing them with fresh plastic liners. You don't have to carry full bags anywhere, just seal them & leave them for pickup. This is an active outdoor job, on your feet, but easy and low pressure.
Information Booth	Teams of two, sitting in the shade, answer questions about the festival and every subject imaginable. Great for pairs of spouses or friends! A fun way to learn all about the festival.
Instrument Check	You will check instruments in and out of our Instrument Check Room. This is active work in the shade, with some heavy lifting. Very busy during workshop breaks & slow in between.
Instrument Consignment	Help staff members supervise the sale of used instruments and monitor security at the entrance/exit. A great opportunity to see lots of different instruments and talk directly to the sellers. In the shade!
Lake Monitor	Sit in the shade along the road behind Swan Lake and insure that children do not get into restricted areas.
Parking Lot Crew (counts as DOUBLE SHIFT)	This is a VERY active outdoor job in the sun, guiding people to park in orderly rows. It's hard work, but it really needs to get done. Single shift parking volunteers get double shift benefits!
Parking Lot Fee Collector	This is an active outdoor job, on your feet, collecting parking fees from cars. You'll handle money, make change, & hand out parking permits. Cars stop at a central location for easy fee collection.
Roving Raffle Ticket Sales	Wear a funny hat and big sign, wander the Festival grounds offering raffle tickets for sale. Outgoing personality a must -- be ready to have Fun!
Sound System Technician	You'll help run the sound boards for the concert and dance areas - TECHNICAL EXPERIENCE IS REQUIRED! Describe your relevant experience and the Sound Coordinator will call you.
Telephone Operator	Work alone answering 3 phone lines, answering questions, giving directions & relaying messages via two way radio to staff members.
Transport Arriving or Departing Visitors	You will make two round trips to pick up Festival artists at LAX and deliver them either to a nearby home or to the Festival hotel in Woodland Hills, using your own vehicle. A large car or van would be very useful! Driver's License and Proof of Insurance are required.
Volunteer Registration Table	You'll help a staff member check in Festival volunteers, put wristbands on them, and hand out nametags, T-shirts, and information. You mostly sit under a shade canopy, but may also run some errands. Mornings are busy.
Water Crew	You'll help set out large containers of ice water in the workshop areas, using a dolly & golf cart. This is an active outdoor job requiring some heavy lifting. You'll work in teams to set out the containers, check and refill them, and collect them.