

Festival 2007 Volunteer Application

Annual Summer Solstice Folk Music, Dance and Storytelling Festival

June 22, 23, & 24 at the Warner Center Marriott, Woodland, 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.

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. Meetings are held on:
 - ◇ **Sunday, June 3, 2007 at 11:00 AM** **OR**
 - ◇ **Saturday, June 17, 2007 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							
A	Pre Festival Jobs	Please Indicate Days Available					
	Poster Distribution Three Weeks before Festival						
	Clerical Work. 2 hours per week for 8 weeks (or equivalent)						
	Program Writers 2 hours per week for 8 weeks (or equivalent)						
	Program Ad Sellers 4 hours per week for 4 weeks (or equivalent)						
	Press Relations						
		FRIDAY		SATURDAY		SUNDAY	
B	Festival Set-Up AND Tear-Down	AM	PM	AM	PM	AM	PM
	Arts & Crafts Row Setup 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	
	Load In/Load Out Crew	800-1200					600-1000
	Site Decoration and Signs Setup AND Tear-down (DOUBLE SHIFT)	Set-up 9:00 - 3:00 PLUS Sunday shift		→		Tear-down 6:00pm - 8:00pm	
	Site Setup Setup AND Tear-down (DOUBLE SHIFT)	Set-up 9:00 - 3:00 PLUS Sunday shift		→		Tear-down 6:00pm - 8:00pm	
	Street Signs Setup AND Tear-down	Set-up 10:00 - 4:00 PM PLUS Sunday shift		→		Tear-down 6:00 - 8:00 PM	
C	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	100-600	800-100	100-600
	Entry Control (Ticket Taking & Wrist-banding)		630-1030	800-1230	1230-500 630-1030	800-1230	1230-500
	Door Security (Checking for Write-bands)			800-1230	1230-500	800-1230	1230-500
	Site 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
	Photographer			900-130	130-600	900-130	130-600
	Raffle Ticket Sales			930-130	130-530	930-130	130-530
	Site Crew		1200-600 600-1000	1000-200	130-530 500-900	1000-200	130-530 500-900
	Sound System Technician		1200-530 630-1100	900-200	200-700 700-1100	900-200	200-730
	Stage Manager Assistant			900-200	200-700	900-200	200-600
	Telephone Operator	900-100	100-500 500-900	800-1230	1230-500	800-1230	1230-600
	Ticket Sales and Will Call		5:00-900	800-1230	1230-500	800-1230	1230-400
					600-1000		
	Transport Arriving/Departing Visitors (Large vehicles needed, e.g., van)	2 Trips – Time TBD				Sunday or Monday 2 Trips – TBD	
	Volunteer Registration		530-930	800-100	100-600	800-100	100-600

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. PRE FESTIVAL JOBS	DESCRIPTION
Poster Distribution Three Weeks before Festival	Distribute Festival Posters to businesses in the Woodland Hills area. Must have Car.
Festival Clerical Work. 2 hours per week for 8 weeks (or equivalent)	Help with general clerical work at the CTMS Office during week days between 10am and 4pm. Computer skills (Microsoft Office and Windows) are helpful. Also filing, stuffing envelopes, or similar work.
Festival Program Writers 2 hours per week for 8 weeks (or equivalent)	Help create the festival program. Computer skills (Microsoft Office, and Adobe Creative Suite) a must! May work at home or at the CTMS Office during week days between 10am and 4pm. Must attend two weekend meetings in early May and June. (exact dates to be determined)
Festival Program Ad Sellers 4 hours per week for 4 weeks (or equivalent)	Help sell ads in the festival program. May work at home (or at the CTMS Office) during normal business hours. Contact past festival sponsors by phone and email to solicit ads for the festival program.
Festival Press Relations	Help write press releases, contact reporters etc. Get the word out about the Festival. Some experience with public relations helpful.
B. FESTIVAL SETUP AND TEARDOWN	
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 job that requires lifting and carrying.
Load In/Load Out Crew	You will help move Festival Supplies and Equipment from and to the CTMS Office. Some heavy lifting required.
Site Decoration and Signs Setup AND Tear-down (DOUBLE SHIFT)	You MUST work both a Friday setup shift AND the Sunday Teardown shift. You will be helping prepare the hotel for the Festival, active work.
Site Setup Setup AND Tear-down (DOUBLE SHIFT)	You will be setting up the Festival workshop areas. It's an active physical job. You MUST work both the Friday setup shift AND the Sunday Teardown..
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.
C. 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. Mornings are very busy.
Door Security (Check for Wristbands)	Teams will work together at the doors to the major Festival Areas to check for wristbands.
Information Booth	Teams of two, 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 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.
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.
Raffle Ticket Sales	Wear a funny hat and big sign, man the Raffle booth or wander the Festival grounds offering raffle tickets for sale. Outgoing personality a must -- be ready to have Fun!
Site Crew	You will work as an assistant to the Festival Site Director. You will help the Festival Site Director run the festival. Must be willing to pitch in and help where needed.
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.
Stage Manager Assistant	You'll help the Stage Managers run the concert stages. Help performers get on and off the stage, etc as needed.
Telephone Operator	Work alone answering 3 phone lines, answering questions, giving directions & relaying messages via two way radio to staff members.
Ticket Sales and Will Call	Sell Festival tickets, and distribute will call envelopes. Usually seated. Its sometimes hectic and high pressure. You will be handling money, so you must be precise. Retail experience is a plus.
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 & Staff Registration	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, but may also run some errands. Mornings are busy.