



Virginia Arts Festival

April 14—May 31, 2009

Volunteer Application

Please Return To:
220 Boush St.
Norfolk, VA 23510
Fax: 757-282-2787
Attn: Lynn Manzi

Name: _____

Email: _____

Address: _____

City: _____ **St.:** _____ **Zip Code:** _____

H) _____ **W)** _____ **C)** _____

Preferred Method of Contact: ☐ Email ☐ Home ☐ Work ☐ Cell

<u>Availability:</u>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							
Off Season							

Please check (✓) your assignment preference(s) from the list below

- ☐ Office Support: Assemble packets and mailings, copy, fax, file, alphabetize, data entry, update contacts
- ☐ Front Desk: Answer phones, customer service
- ☐ Transportation: Chauffer artists & guests to and from airport, hotel & venue
- ☐ Liaison: Greet & entertain artists & guests, arrange tourist activities
- ☐ Runner: Pick up & deliver items to and from venues, businesses, etc.
- ☐ Front-of-House: Usher, take tickets, stuff programs (must arrive 90 minutes prior to curtain)
- ☐ Production: Set up/take down chairs, tables, signs and posters at venues, guard doors
- ☐ Publicity: Post advertising at local business, museums, restaurants, creating displays
- ☐ Merchandise Sales: Sell merchandise before, during and after performances
- ☐ Backstage Hospitality: Set up/break down catering services for artists, make dressing room comfortable
- ☐ Virginia International Tattoo: Runner, transport, office support, usher, production, publicity, backstage hospitality, etc.

Please rate your skills:	Unfamiliar	Familiar	Skilled
Microsoft Word			
Microsoft Publisher			
Microsoft Excel			
Internet Research			

Please rate your skills:	Unfamiliar	Familiar	Skilled
Proofreading			
Data Entry			
Scrapbooking			
Typing			

What are your interests? *Ex. Sewing, photography, cooking, art, public speaking, history, the military, building a parade float, foreign language, etc.*

What skills, talents or services are you willing to donate to the Festival? *Ex. Photography, videography, Catering, writing, painting, building maintenance, music, law, massage, architecture design, office support, marketing, creating displays, etc.*

Tag Team: Is there another volunteer, you would like to be paired with?

Use back of sheet for any additional comments.