

# VOLUNTEER SIGN-UP FORM

## Equine Affaire—W. Springfield, MA—November 12-15, 2015

Please return this form by September 25th to:

**Cindy Southward**  
**Equine Affaire, Inc.**  
**2720 State Route 56 SW**  
**London, OH 43140**

**Phone: (740) 845-0085 Ext. 102**  
**Fax: (740) 845-2879**  
**csouthward@equineaffaire.com**

Name: \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Address Line1: \_\_\_\_\_

Address Line2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
*Home:* \_\_\_\_\_ *Cell:* \_\_\_\_\_

Number of times you have volunteered at Equine Affaire: \_\_\_\_\_ Interested in working how many shifts? \_\_\_\_\_

E-mail: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

**Please circle the block below that best describes your level of experience with horses.**

None	Novice	Intermediate	Advanced	Expert
------	--------	--------------	----------	--------

**Circle the shifts you are willing to work during each of the pre-event and event days. Please understand that these are approximate timeframes that will be followed as closely as possible. In order to volunteer at Fantasia, you must be signed up to work at least one shift (2 hours) during the day. Volunteer hours for Fantasia will earn free admission to Fantasia, but do not count towards free admission to Equine Affaire.**

### DAILY WORK SHIFTS

<b>TUESDAY</b>	10-4PM SET UP						
<b>WEDNESDAY</b>	10-6PM SET UP	6-9PM	Fantasia Rehearsal				
							<b>Fantasia</b>
<b>THURSDAY</b>	8-12 PM	11-3 PM	12-4 PM	1-5 PM	2-6 PM	3-7 PM	7-10 PM
<b>FRIDAY</b>	8-12 PM	11-3 PM	12-4 PM	1-5 PM	2-6 PM	3-7 PM	7-10 PM
<b>SATURDAY</b>	8-12 PM	11-3 PM	12-4 PM	1-5 PM	2-6 PM	3-7 PM	7-10 PM
<b>SUNDAY</b>	8-12 PM	11-3 PM	12-4 PM	1-5 PM	5-7 PM		
					TEAR DOWN		
<b>NOTE:</b> You will need to report to the Volunteer Office <b>20-30 minutes</b> before each shift.							

The following is a list of some of the jobs that we will be filling with volunteers at the event. Please indicate the jobs you believe you would be best suited to fill...and indicate the order of your preference by writing in "1" for your first choice, "2" for your second choice, "3" for third choice, etc. We cannot guarantee that you will be assigned to any job in particular, but we try to assign volunteers based on their preferences and abilities. **Please note that, to assist as a volunteer, you must be available to volunteer a minimum of two shifts (a total of four hours) during the course of the event which includes set up and tear down days.**

**Set up of the event on Tuesday/Wednesday:** \_\_\_\_\_

Set up may include standing, walking, and stretching for a full shift, as well as frequent lifting and bending. Some lifting may be considered heavy. Jobs may include: hanging banners, putting up static clings on doors, setting out shopping bags, folding t-shirts/apparel at the Affaire-Wear booth, assisting in setting up and cleaning vinyl fencing for clinic/demo rings, taping down roofing paper for walkways in the Breed Pavilion, and moving equipment and supplies around the site.

**During the event (Thursday through Sunday):**

- Assisting Equine Affaire staff working in the Information Booth \_\_\_\_\_
- Distributing free event programs on foot at entrance gates \_\_\_\_\_
- Assisting with securing doors in buildings or entrance to parking lots \_\_\_\_\_
- Assisting with set up of round pens, jumps, and other clinic equipment \_\_\_\_\_
- Cleaning & rebedding stalls after they are vacated –FRI & SAT 8-12 ONLY \_\_\_\_\_
- Assisting with Horse Rotations in the Breed Pavilion \_\_\_\_\_
- Assisting in the Affaire-Wear booth selling EA apparel and souvenirs \_\_\_\_\_
- Assisting attendees with raffle entries on computers at the Raffle Center \_\_\_\_\_
- Assisting with youth-related activities in the Youth Pavilion \_\_\_\_\_
- Taking tickets from advance ticket holders at main entrance \_\_\_\_\_

**Strike of the event on Sunday (5:00–7:00pm):** \_\_\_\_\_

Strike may include standing, walking, and stretching for a full shift, as well as frequent lifting and bending. Some lifting may be considered heavy. Jobs may include: taking down banners or static clings, folding t-shirts/apparel at the Affaire-Wear booth, assisting in tearing down vinyl fencing for clinic/demo rings, moving equipment and supplies around the site.

Additional Comments/Notes:

\_\_\_\_\_

I understand volunteer shifts are each two hours in length and that in exchange for volunteering for two shifts I will receive admission to Equine Affaire on two days. If I volunteer for three shifts, I will receive admission to Equine Affaire on three days, and if I volunteer for four shifts I will receive admission to Equine Affaire on four days plus an official Equine Affaire souvenir. I also understand that I am neither required to work as a volunteer any additional hours or shifts nor will I be asked or permitted to work more than four shifts or eight hours. **I understand that because of the nature of much of the work that volunteers are asked to do, we cannot accept individuals who are under 18 years of age for most volunteer positions. The only volunteer jobs available for younger volunteers, ages 12 - 17, are cleaning stalls, assisting in the Youth Pavilion, and Program Distribution at the gate. The Volunteer Coordinator may require a parent to accompany a young volunteer. Youth Groups that are interested in volunteering are asked to please contact the Volunteer Coordinator for more information.**

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Date