

Francisco's Farm Arts Festival at Midway College

June 26 & 27, 2010

Volunteer Information

Everything you need to know to become a valuable member of our Farm Hand Team!!!

Why Volunteer?

- **Because volunteers are crucial to the success of the event** - Francisco's Farm Arts Festival at Midway College has developed a reputation among artists as a first-class event. Every year we receive glowing feedback and comments from artists and patrons about how special the event is, and how wonderful our volunteers are. In large part the event is so successful because of our volunteers and their commitment to making it an exceptional experience for our artists and visitors.
- **Because you'll have a great time** – Our volunteers have a great time working with each other, getting to know each other, and meeting the artists and festival patrons.
- **Because you will be truly appreciated** – Truly!!!

But I don't live in Midway!!! – That's fine! About half of our volunteers live other places –They volunteer because they love art and music, and because they have such a good time being a part of this wonderful event.

Can My Kids Volunteer Too? – Of course! Some of our very best volunteers over the years have been young people! Generally we have jobs that children over 8 can help with, either with their parents or in teams with other young people. If your son or daughter has volunteer requirements to fulfill for school or a club, we're happy to work with them to certify any volunteer hours they work.

What Does Volunteering Involve?

- Volunteer shifts are generally 3 or 4 hours long, although we can be flexible to accommodate your needs.
- We have a variety of jobs available (see volunteer job descriptions on the next page) with something to suit just about everyone. We have positions that involve a lot of walking and others that involve mainly sitting. We have positions inside in the air conditioning, although most positions are outside on festival grounds.
- If you aren't available festival weekend but want to volunteer, there are things that you can do in the months, weeks and days leading up to the festival.

Orientation Session - We ask that all volunteers attend a brief volunteer orientation session. At this meeting, we provide all the information they need about the festival, distribute Volunteer T-shirts to those who do not have them, review safety and communication procedures and answer questions.

For more information or to volunteer, contact:

Pam Thomas at pamjoyky@yahoo.com or 859-312-6395
or Beth Hellebusch at bhellebusch@gmail.com or 859 552-7545

Visit the volunteer page on our website to learn about the many ways to participate, including our Kroger Gift Card Program – **purchase a \$5 card & be entered in a drawing to win \$100 in FarmBucks to spend at the festival:**

<http://www.franciscosfarm.org/volunteer.htm>

**Francisco's Farm Arts Festival at Midway College
Volunteer Job Descriptions - 2010**

Every Francisco's Farm Volunteer is an Ambassador – Welcoming and friendly to artists, visitors, and other volunteers – the reputation of the Festival rests on the shoulders of each individual volunteer.

Volunteer Job Descriptions

Pre-Festival Tasks

- ❖ Spend a couple of hours helping assemble mailings & registration packets the week before the festival
- ❖ Pick up posters and promo cards & distribute to various shops, galleries, libraries, restaurants, etc.
- ❖ Sort and fold T-shirts
- ❖ Install banners

**Francisco's Gallery & Volunteer Center Set-up
Thursday, June 24th (afternoon or evening)**

- ❖ Help set up the art gallery in the Anne Hart Raymond Center on Midway College campus
- ❖ Help set up & organize the Volunteer Center – same location

Show Set Up (Friday, June 25th afternoon)

- ❖ Under the direction of the Zone Managers and the Artists, help artists unload their vehicles, transport merchandise, set-up booths as needed
- ❖ Artists Registration
- ❖ Answer artists' questions or refer to Zone Manager

Dinner Assistance (Friday, June 25th 5-7:30 pm)

- ❖ Check artists in before the Artists Reception Dinner
- ❖ Assist with busing and clearing tables

Ambassador / Entrance Gate / Admissions (Sat-Sun)

- ❖ Collect parking fees and distribute parking permits
- ❖ One volunteer assigned to count visitors
- ❖ Distribute programs

Golf Cart Driver (3 shifts beginning at 8 am Sat-Sun)

- ❖ Transport artists & visitors from parking areas
- ❖ Transport supplies and people as needed

Zone Manager (Sat-Sun)

- ❖ Assume responsibility for all activities within a block of artist booths
- ❖ Help recruit Zone Volunteers for your area
- ❖ Direct activities of Zone Volunteers

Zone Volunteer (Sat-Sun)

- ❖ Check in at each artist's booth to see whether they need anything or have any problems
- ❖ Artist Booth-sitting for up to 30 minutes – no sales
- ❖ Exit Surveys – Encourage and Help visitors complete a survey before they leave the festival

Demonstrating Artists Assistant (Sat-Sun)

- ❖ Learn about artists demonstrating during your shift
- ❖ Help demonstrators get to demo area & set-up
- ❖ Encourage interaction between artists & visitors

Children's Art Projects (Sat-Sun)

- ❖ Assist Project Coordinators in engaging children in the creative process

Information Booth (Sat-Sun)

- ❖ Sell Festival merchandise – cash/check/credit card
- ❖ Distribute Programs and Surveys
- ❖ Collect surveys and encourage visitors to complete
- ❖ Provide answers to all questions – radio for assistance

Volunteer Center (Thurs –Sun)

- ❖ Register volunteers reporting for duty
- ❖ Maintain volunteer hospitality area

Francisco's Gallery – (Sat-Sun)

- ❖ Familiarize self with all gallery exhibits
- ❖ Greet and engage gallery visitors
- ❖ Keep music continuously playing
- ❖ Conduct gallery sales – cash/check/credit
- ❖ Encourage visitor survey completion

Show Tear Down (Beginning 5 pm Sunday)

- ❖ Under the direction of the Zone Managers and the Artists, help artists break down their displays and return to their vehicles
- ❖ Answer artists' questions or refer to Zone Manager

Banner Collection (Beginning 5 pm Sunday)

- ❖ Take down banners throughout the town (need two teams of 4 people each with a pickup truck for each team)

Every Volunteer will receive detailed instructions at the Volunteer Orientation Session

WE'RE TRYING TO CONSERVE!

All volunteers who have serviceable T-shirts from last year are asked to wear them again – New volunteers or those who need a new shirt will be provided with one the same color as last year's shirts.

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or
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