

— CEDAR CITY —
Arts Festival

Call for Volunteers

August 27-29, 2009
All shifts average 3 hours

The Cedar City Arts Festival, which takes place every year in conjunction with the Utah Shakespearean Festival, features local and regional artists in all types of visual art - painting, sculpture, photography, jewelry-making, and others. Musical performances and food booths round out the festivities. The Goal of The Cedar City Arts Festival is to promote the development of Cedar City and the surrounding area as the preeminent Art Center for Southwestern Utah - the festival show cases local artists and the vitality of the community. The Arts Festival is located at 200 W. Center Street, Park adjacent to the Randall Jones Theater, Cedar City, UT.

The producer of the Cedar City Arts Festival is the Cedar City Arts Council which supports local artists in the folk, literary, visual, and performing arts in Cedar City and the surrounding area. By speaking with a collective voice, we seek to have a greater impact on the development of the arts in our community than we would otherwise have.

The Arts Festival relies solely on Volunteers to plan, market, and run this event. Currently, the Arts Festival is in need of Volunteers to assist with many aspects of the event including information, hospitality, set up, and operations. General requirements to volunteer are the ability to work a 3 hour shift, be willing to work in a team and adhere to the events level of excellence in customer service, report and resolve issues, promote and practice public safety, cleanliness of event throughout shift, if you see it needs to be done do it or report it to staff, and specific duties as assigned by position.

To promote our volunteers and provide greater visibility, a uniform is required. Uniform includes an event t-shirt that will be provided at the arrival of your shift. Pants or shorts to the knee, no holes. Good shoes (*as you will be on your feet a lot*), sunscreen and water. The event is outside and runs rain or shine, so come prepared for the weather!

Specific volunteer assignments and shifts available are as follows:

Vendor Check in: Friday only, check ID's and sign in vendors, hand out informational packets, collect city forms and answer any vendor questions that may come up, know who to direct a vendor if you cannot answer a question. Check-in volunteers are stationed under a tent with tables and chairs.

Available Shifts: Fri Aug 28th 8am-11am

Information Booth: Answer patron's questions about the event, hand out information, provide direction to specific areas such as the stage, restrooms, food court, specific arts, etc. Know the layout of the event well! Provide hospitality and operations assistance as needed. Information volunteers are under a tent with tables and chairs. Sharing a tent with Kids area, help where needed.

Available Shifts: Fri, Aug 28th 8am-11am 11am-2pm 2pm-5pm 5pm-7pm
Sat, Aug 29th 8am-11am 11am-2pm 2pm-5pm 5pm-7pm

Kids Area: Help kids create fun artwork using supplies and instruction given by the event. Sharing a booth with Information, help where needed.

Available Shifts: Fri, Aug 28th 11am-2pm 2pm-5pm 5pm-7pm
Sat, Aug 29th 11am-2pm 2pm-5pm 5pm-7pm

Hospitality: Greet each vendor with a smile! Answer vendor questions as they come up, if you don't know an answer know who to contact. Deliver water and ask if vendors need assistance of any kind. Provide brief 3-5 minute bathroom breaks for vendors who are alone. Get to know the artist and enjoy the artwork! Hospitality volunteers will be roaming the event on grass and pavement and are provided a designated "rest" area.

Available Shifts: Fri, Aug 28th 11am-2pm 2pm-5pm 5pm-7pm
Sat, Aug 29th 11am-2pm 2pm-5pm 5pm-7pm

Operations: Provide logistical assistance when necessary. Assist operations staff. Assist with electrical issues and follow up on the result. Check and empty all trash cans in event and around perimeter. Trash pickers, gloves, and any other supplies needed, will be provided during shift. Ability to lift 50 lbs is required. Operations volunteers will be roaming the event on grass and pavement and are provided a designated "rest" area.

Available Shifts: Fri, Aug 28th 11am-2pm 2pm-5pm 5pm-7pm
Sat, Aug 29th 11am-2pm 2pm-5pm 5pm-7pm

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Vendor Breakfast: Provide assistance with layout, service, and clean up for the vendor breakfast.

Available Shifts: Sat, Aug 29th 8am-11am

Set Up Operations: Thursday only. Assist Arts Festival staff in booth chalking and layout, electrical assistance, set up tents, tables, chairs, etc. Ability to lift 50 lbs is required.

Available Shifts: Thur, Aug 27th 2pm-5pm

Clean Up Operations: Assist Arts Festival staff in take-down of tents, tables, chairs, and cleanup of festival grounds. Ability to lift 50 lbs is required.

Available Shifts: Sat, Aug 29th 7pm-9pm

As we strive to place all volunteers in their requested position, we need volunteers to cover all shifts. We will contact you as soon as possible to confirm your shift and remind you the week before the event. Volunteers must be 18 or older or accompanied by an adult to participate. If you are interested in participating in this great community event, Please call Emily at 435-865-6487 or e-mail admin@cedarcityartscouncil.org or mail the Volunteer Registration Form to PO Box 2655, Cedar City, UT 84721

Volunteer Registration Form

Name _____

Mailing Address _____

Phone _____ Cell _____

E-mail _____ Member of Cedar City Arts Council? Yes No

Shirt Size, *circle one* Small Medium Large X-Large

Assignment Name Date Shift Times _____

Set up Operations Thur, Aug 27th 2pm-5pm

Vendor Check In Fri, Aug 28th 8am-11am

Information Booth	Fri, Aug 28 th	8am-11am	11am-2pm	2pm-5pm	5pm-7pm
	Sat, Aug 29 th	8am-11am	11am-2pm	2pm-5pm	5pm-7pm

Kids Area	Fri, Aug 28 th		11am-2pm	2pm-5pm	5pm-7pm
	Sat, Aug 29 th		11am-2pm	2pm-5pm	5pm-7pm

Hospitality	Fri, Aug 28 th		11am-2pm	2pm-5pm	5pm-7pm
	Sat, Aug 29 th		11am-2pm	2pm-5pm	5pm-7pm

Operations	Fri, Aug 28 th		11am-2pm	2pm-5pm	5pm-7pm
	Sat, Aug 29 th		11am-2pm	2pm-5pm	5pm-7pm

Vendor Breakfast Sat, Aug 29th 8am-11am

Clean Up operations Sat, Aug 29th 7pm-9pm

Select assignments in order of preference

1. Assignment _____ Shift _____

2. Assignment _____ Shift _____

3. Assignment _____ Shift _____