

Call for Volunteers

June 25-26, 2010

All shifts average 3 hours

The Cedar City Arts Council is pleased to announce the collaboration of the Cedar City Arts and GROOVEFEST American Music Festival. In addition to its annual arts festival at the Tony Award winning Utah Shakespearean Festival, the Cedar City Arts Council will be coordinating art vendors at the 2010 GROOVEFEST. The event will be held **June 25& 26** from 10AM to 11PM at Cedar City's Main Street Park (200 North Main Street).

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, Kids area, hospitality, set up, and operations. General requirements to volunteer are the ability to work a **3 hour shifts**, 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.

Uniform includes comfortable clothes, T-Shirt will be provided prior to 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:

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, June 25 th	11am-2pm	2pm-5pm
Sat, June 26 th	11am-2pm	2pm-5pm

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 snacks, 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, June 25 th	10am-1pm	2pm-5pm	6pm-8pm
Sat, June 26 th	10am-1pm	2pm-5pm	6pm-8pm

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, June 25 th	11am-2pm	2pm-5pm	5pm-7pm
Sat, June 26 th	11am-2pm	2pm-5pm	5pm-7pm

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, June 24th 6pm-8pm

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., June 26th 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 435-990-1457 or e-mail admin@cedarcityartscouncil.org or mail the Volunteer Registration Form to PO Box 2655, Cedar City, UT 84721

Volunteer Registration Form

Your volunteer time will be for the Cedar City Arts Council.

We ask that you report the Arts Festival Area, Kids Booth for instructions.

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, June 24th 2pm-5pm

Kids Area Fri, June 25th 11am-2pm 2pm-5pm
 Sat, June 26th 11am-2pm 2pm-5pm

Hospitality Fri, June 25th 10am-1pm 2pm-5pm 6pm-8pm
 Sat, June 26th 10am-1pm 2pm-5pm 6pm-8pm

Operations Fri, June 25th 11am-2pm 2pm-5pm 5pm-7pm
 Sat, June 26th 11am-2pm 2pm-5pm 5pm-7pm

Clean Up operations Sat, June 26th 7pm-9pm

Select assignments in order of preference

1. Assignment _____ Shift _____
2. Assignment _____ Shift _____
3. Assignment _____ Shift _____