



May 27 - May 29, 2011 Volunteer Sign Up Form

****ASK ABOUT GROUP VOLUNTEER OPPORTUNITIES!****

Name: _____ E-mail: _____

Group Name (if applicable): _____ Number in Group (will contact for names): _____

Address: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

**** T-shirt Size:** Small Medium Large XL 2X 3X

Please sign me up for the following (see reverse side for more information and check appropriate boxes):

- Prior to Festival - distribution of posters and programs, office work, etc.
- When Most Needed/Where Most Needed
- Artists Market Set Up – **Great for Groups!**
 - Friday evening (5 pm – 8 pm)
 - Saturday morning (6:30 am – 9:30 am)
- Artists' Helper in Artists Market
 - Saturday
 - Morning Afternoon
 - Sunday
 - Morning Afternoon
- Artists Market Close Down – **Great for Groups!**
 - Sunday evening (6 p.m. – 9 p.m.) **
- Artists/Volunteer Check In
 - Friday evening
 - Saturday
 - Morning Afternoon
 - Sunday
 - Morning Afternoon
- I am a Leader! – I can take charge of a festival area
- Kids & Teens Arts Festival (**Saturday, May 28, only**)
Great for Groups! See new location – next page!
 - 9:30 am–12:15 pm 11:45 am-2:30 pm
- Fine Arts Exhibit (**May 24 – June 5**)
 - Friday Evening, May 27
 - Wednesday, May 25 – Sunday, June 5 (afternoons)
Preferred day(s): _____
- Silent Auction (**Saturday, May 28, only**)
 - Saturday
 - Morning Afternoon
- Souvenir/Information Tent
 - Saturday
 - Morning Afternoon Evening
 - Sunday
 - Morning Afternoon
- Theater & Literary Arts
 - Saturday afternoon Sunday afternoon

***** If you checked several options above, please note in comment section whether you are interested in volunteering for multiple shifts.**

Comments: _____

Please return this form by April 30, 2011:

Return form by mail to:

Volunteer! Decatur

P.O. Box 220

Decatur, GA 30031

Phone: 678/553-6548

E-mail form to: leeann.harvey@decaturga.com

Drop off form at:

Decatur City Hall

509 N. McDonough St.

Fax to: 404/371-1593

Visit us on the web:

www.decaturga.com or www.decaturartsfestival.com

(See volunteer position descriptions on next page.)

Volunteer!



Decatur
Community for Community.



Festival takes place rain or shine!!!

2011 Volunteer Opportunities

Artists Market Set-up: On Friday evening and Saturday morning, volunteers assist the artists with getting their artwork from their vehicle to their booth space. Help direct artists to the proper parking areas and monitor unloading areas. Wonderful opportunity to get a preview of the Artists Market and to meet the artists! Volunteers also assist with decorations. One of the most important jobs at the festival! **GREAT VOLUNTEER OPPORTUNITY FOR A GROUP!** (Decatur Square)

Artists' Helper in Artists Market: During the Festival, volunteers take water to the artists and watch their booths when they take breaks. Also help at demonstrating artists' booths while they are demonstrating their crafts. Fun job for those who like to be active and a great way to meet people! Get to know the artists as you walk around the festival! The artists are extremely grateful for the help. (Decatur Square)

**** Artists Market Close Down:** On Sunday evening, volunteers help artists carry what is left of their wares to their vehicles and assist with the loading area. Terrific job for people who like to keep busy and enjoy the camaraderie of other volunteers. **GREAT VOLUNTEER OPPORTUNITY FOR A GROUP!** (Decatur Square)

Artists/Volunteer Check In: Volunteers will check in the artists and direct them to their booth space on both Friday evening and Saturday morning. Answer artists' questions. Will also check in volunteers throughout the Festival and direct them to their volunteer assignment. Great area for someone who enjoys meeting new people and is well organized. (Decatur Square)

Kids & Teens Arts Festival: Volunteers assist children with arts and crafts and other children's activities; assist with teen activities; help in the information booth; and assist performers. Perfect volunteer opportunity for creative people who like to have fun and teach others. Children's Festival is held on Saturday only. **GREAT VOLUNTEER OPPORTUNITY FOR A GROUP!** (New location – First Baptist Church of Decatur, 308 Clairemont Ave. at the corner of Commerce Dr.)

Fine Arts Exhibit: Staff the information table. Perfect for art lovers! A wonderful way to meet people! (Agnes Scott College, Dana Fine Arts Building)

Silent Auction: Receive artwork; log it in; complete bid sheet; display artwork; monitor auction tent; and answer questions from bidders. At conclusion, give artwork to winning bidders and collect money; help pack up artwork not yet picked up at close of auction. Enjoyable job for those with organizational skills who like to meet people and enjoy great artwork. (Decatur Square)

Souvenir/Information Tent: Sell festival t-shirts, posters and pins. Answer attendees' questions and provide directions. Fun job for a people person. (Decatur Square)

Theater & Literary Arts: Wonderful opportunity for lovers of theater, comedy, and literature. Usher attendees to their seats and assist performers. (Front of Old Courthouse on the Square)

*** You will be contacted by e-mail or phone regarding scheduling.**

**** Close Down volunteers will receive an additional thank you gift!**

***** Every effort will be made to provide requested t-shirt size but size is not guaranteed. SIGN UP BY APRIL 30 TO ENSURE YOUR T-SHIRT SIZE!!!**

***** For more information, please contact Lee Ann Harvey, *Volunteer! Decatur*, at 678/553-6548 or leeann.harvey@decaturga.com.**