



Volunteer Application

Early Bird Deadline - March 28, 2008

37th Annual Northwest
Folklife Festival

May 23-26, 2008

Thank you for volunteering! YOU keep the festival going year after year!
Feel free to copy this application for friends, but be sure to copy both sides.
Additional applications and information can be found on our website: www.nwfolklife.org.

Please complete the following:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

E-mail: _____

Volunteering to assist with children? The following information is required for a background check.

Legal Name: _____ Birth Date (MM/DD/YYYY): _____

Check all that apply.

____ I am a returning volunteer. *Indicate the year you first volunteered at the Northwest Folklife Festival:* _____

____ As a returning volunteer, I request that you schedule me for the same jobs I had last year.

____ I would like to register now but reserve selecting my job and time slot until I've seen the *Festival Program Guide*.
It will help us if you complete and submit the application in advance of the Festival in order to smooth out the registration process.

____ I would like to work with specific volunteers. *List name(s):*

____ I have applied to perform at the 2008 Northwest Folklife Festival. *List name of your group(s):*

____ I would like to receive a Thank You Certificate with my name and hours worked during the Festival.

____ I am under 18 years of age. *Signature of a parent or legal guardian is required.*
See RELEASE AGREEMENT on reverse side. If a volunteer is under 16 years of age, parental supervision is required.

____ I would like to volunteer for Northwest Folklife throughout the year.

____ Comments, Special Requests or Access Needs: _____

Check all job titles you would like to work.

Pre-Festival

- Job Most Needed**
- Festival Set-up Helper
 - Folkfloor Loader
 - Folkfloor Set-up Helper
 - Hospitality Set-up Helper
 - Merchant Booth Set-up Aide
 - Merchant Load-in Aide
 - Office Helper
 - Poster/Guide Distributor
 - Production Set-up Helper

How many pre-Festival days can you work? _____

How many shifts per day? _____

Check the dates and shifts you are available:

	MO	MD	AF	EV
Wednesday, April 30				
Tuesday, May 6				
Wednesday, May 7				
Thursday, May 8				
Tuesday, May 13				
Wednesday May 14				
Thursday, May 15				
Monday, May 19				
Tuesday, May 20				
Wednesday, May 21				
Thursday, May 22				

(Morning/Mid-day/Afternoon/Evening)

Festival (May 23-May 26, 2008)

- Greeter**
- Information Booth Aide**
- Job Most Needed**
- Artist Liaison
- ASL Interpreter
- Assistant Sign Maker
- Assistant Sound Operator (Roving)
- Assistant Stage Manager
- Band Scramble Helper
- Data Entry
- Demonstrating Artist Aide
- Exhibit Attendant
- Festival Services Aide
- Folkfloor Maintainer
- Folklife Party Helper
- Folklife Store Helper
- Fundraising Team Member
- Hands-on Activity Aide*
- Hospitality Helper (Main)
- Hospitality Helper (Roving)
- Lost Child Attendant*
- Merchant Sales Information Clerk
- Merchant Security Aide
- Performer Registration Aide
- Production Aide
- Roving Greeter (formerly button seller)
- Volunteer Registration Aide
- Workshop Assistant
- Other

How many Festival days can you work? _____

How many shifts per day? _____

Check the dates and shifts you are available:

	MO	MD	AF	EV
Friday, May 23				
Saturday, May 24				
Sunday, May 25				
Monday, May 26				

***Background check required.**

Post-Festival

- Job Most Needed**
- Data Entry (May 27th, 28th)
- Folkfloor Strike Helper
- Merchant Load-out Aide
- Office Helper
- Production Strike Helper
- Tele-Fundraiser (August)

How many post-Festival days can you work? _____

How many shifts per day? _____

Check the dates and shifts you are available:

	MO	MD	AF
Tuesday, May 27			
Wednesday, May 28			
Thursday, May 29			

(Morning/Mid-day/Afternoon/Evening)

Return Application To:

Mailing Address:
Northwest Folklife
305 Harrison St
Seattle, WA 98109-4623

Street Address (hand delivery only):
158 Thomas St., Ste. 32
South of Key Arena at Seattle Center

PLEASE, NO FAXES

Questions? Contact the Volunteer Office.
(206) 684-7326 or mollyh@nwfolklife.org

Northwest Folklife, at its sole discretion, reserves the right to accept or reject applications for volunteer positions and to make assignments as appropriate. ALL POSITIONS ARE FILLED ON A FIRST APPLIED, FIRST SCHEDULED BASIS.

RELEASE AGREEMENT

Your signature is required.

I agree to indemnify, defend and hold Northwest Folklife, the City of Seattle and Seattle Center harmless from any and all claims, actions, damages and expenses which arise out of or in any way relate to my volunteer activities concerning the 2008 Northwest Folklife Festival. Further, I acknowledge and agree that I am eligible for coverage under the worker's compensation provisions of Washington State and I agree to be bound by Washington State Department of Labor and Industries regulations with respect to any injuries I may sustain in my volunteer duties with Northwest Folklife. Northwest Folklife may record or photograph my activities at the Festival and use these images and/or recordings for promotional or other purposes.

Signature: _____ Date: _____

If you are under 18 years of age, the signature of a parent or legal guardian is required.

Volunteer Job Descriptions

Job Most Needed

If you're willing to do whatever we need the most, please mark the time slots that best fit your schedule.

Pre-Festival Activities (May 2 through May 24)

Festival Set-Up Helper: Move office equipment, signage and other gear to the Festival grounds. *Lifting required. Closed-toe shoes and work clothes required.*

Folkfloor Loader: On May 23, load the Folkfloor onto a truck from its storage in Redmond. *Lifting required. Closed-toe shoes and work clothes required.*

Folkfloor Set-up Helper: On May 24, unload the floor and lay it out in the Roadhouse. Tape, wax and buff the floor. *Lifting and bending required. Closed-toe shoes and work clothes required.*

Hospitality Set-up Helper: Make the hospitality room comfortable and welcoming. Help gather supplies from storage and organize them in the hospitality room. Decorate, set up tables, chairs, coffeemakers and other equipment. *Lifting required. Closed-toe shoes and work clothes required.*

Merchant Booth Set-up Aide: Help mark booth locations on the Festival grounds. *Bending and kneeling required.*

Merchant Load-In Aide: Assist merchants with loading their goods onto the Festival grounds. *Lifting required. Closed-toe shoes and work clothes required.*

Office Helper: Prepare for the Festival by bagging buttons, packaging posters and programs, preparing name badges, checking inventory boxes, answering phones or other last minute jobs. This is your chance to preview what will be happening at the Festival!

Poster/ Festival Program Guide Distributor: Take posters and guides to neighborhood locations prior to the Festival. Weekend and evening hours okay. Must have own transportation.

Production Set-up Helper: Move tents, unload trucks, hang signs and much more. *Lifting required. Closed-toe shoes and work clothes required.*

Festival Activities (May 25 through May 28)

Artist Liaison: This is a chance to be closely involved with special program artists by helping them with transportation and logistical needs, English language skills and getting around the Festival. Help them find check-in, stages, etc.

ASL Interpreter: Interpret storytelling in American Sign Language for the hearing impaired. Script will be provided. *Must be fluent in ASL. Certification is preferred.*

Assistant Sign Maker: Help create and hang signs throughout the grounds. An artistic eye and knowledge of Adobe software will help us make clear signs.

Assistant Sound Operator: Move among stages to relieve Sound Operators for breaks. Help with stage set-up and changeovers. *Experience with soundboards and equipment is necessary.* You may also function as an Assistant Stage Manager working with stage crews and performing other production tasks as needed.

Assistant Stage Manager: Help moving equipment on and off the stage and with sound checks. You may be asked to run errands for the stage manager and sound operator. *Some lifting is required. Closed-toe shoes and work clothes required.*

Band Scramble Helper: In the Band Scramble, individual performers mix, form pick-up bands and play at this fun event. Assist the Band Scramble Coordinator checking in performers and helping things run smoothly.

Button Seller: The proceeds from the commemorative buttons support the Northwest Folklife Festival. Roam the Festival grounds making sure that buttons are available near all of the stages. Each volunteer is given an apron and a sign. If volunteering with a child, you will share the gear. *You will be asked to leave a picture ID for security when you pick up your supply of buttons.*

Hands-on Activity Aide: Volunteers help the artists and staff set up, maintain and clean the activity areas and do other jobs as needed. Volunteers may be assisting with all aspects of Hands-on Activity Area programming including crafts, demonstrations, workshops and performances. ***A background check will be completed on every volunteer working with children.***

Data Entry: Help enter Festival data into Folklife's database.

Demonstrating Artist Aide: Work closely with special program artists. Help the set up and/or take down, give lunch breaks and assist with artists.

Festival Services Aide: Northwest Folklife wants to make participating in the Festival pleasant and stress free. Be the first point of contact and the face of the Festival for performers and volunteers. Assist in finding registration, hospitality and more. You will also assist the general public.

Folkfloor Maintainer: Each year thousands of feet dance on the Folkfloor at the Roadhouse. Your job is to make it possible at the start of each day by helping repair the floor as necessary.

Folklife Party Helper: Northwest Folklife puts on a celebration for volunteers and performers during the Festival. You can set up and decorate, welcome guests and help host the event or clean up after the party.

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Folklife Store Helper: The Folklife Store sells Festival performer CDs and tapes. Volunteers sell CDs and tapes at assigned stages and keep accurate records of all sales. Knowledge of music and sales experience are helpful! *You will be asked to leave a picture ID for security.*

Fundraising Team Member: Catchers work with our Fundraising Pitchers to help raise money for Northwest Folklife by distributing and collecting donation envelopes to “catch” all the donations inspired by our Pitchers! *Requires an outgoing personality and lots of walking.*

Greeter: Welcome people to the Festival, offer them a *Festival Program Guide*, point out that donations keep the Festival going and give buttons to donors. By sharing their enthusiasm for Northwest Folklife with others, Greeters are a vital part of Festival fundraising and often receive the sincere thanks of Festival-goers for their efforts. If you are an outgoing person we need you! Volunteers with prior experience provide the training.

Hospitality Helper: Northwest Folklife wants to thank everyone who contributes to the Festival by providing a place to relax and share Festival stories. Make coffee, keep food tables neat, pour soft drinks, welcome visitors and tidy up. Some of the best music of the Festival sometimes comes out of the hospitality room jam sessions. **Roving:** Carry drinks to the stages, information booths, merchant booths and the various crewmembers who can't make it to the hospitality room. *You will be asked to leave a picture ID for security.*

Information Booth Aide: Answer general questions about the Festival, such as the location of stages, restrooms, public telephones and ATM machines. Provide customer service for Friends of Folklife. It is important that you feel comfortable making change and keeping track of inventory. Support Greeters with buttons and *Festival Program Guides*. The Information Booth Coordinator provides training and supplies.

Lost Child Attendant: Help reunite parents and children who have become separated. ***A background check will be completed on every volunteer working with children.***

Merchant Sales Information Clerk: Collect and organize sales information and receipt books after closing each evening.

Merchant Security Aide: Monitor merchant storage areas during set-up in the morning and takedown in the evening to ensure that only merchants and authorized personnel have access to the storage areas.

Performer Registration Aide: Register performers and give them their buttons. Answer general questions such as the location of stages, instrument checkroom, hospitality room and Festival Services. Your most important job is to welcome and thank each performer. Make sure they know we appreciate their contribution!

Production Aide: Do whatever is necessary: i.e. troubleshooting, moving chairs, hanging signs. At times there may be nothing to do, so waiting and patience are required. *Some lifting is required. Closed-toe shoes and work clothes required.*

Seating Assistant: Help people find their seats at indoor stages. Monitor the doors and lines as needed.

Volunteer Registration Aide: Register fellow volunteers. Give them Festival buttons and name badges, make sure they know their shift schedule, hand out information packets and answer questions about Festival locations. Work with walk-in volunteers and select suitable job assignments for them. Your most important jobs are to welcome and thank each volunteer and make sure they know we appreciate their contribution! *Data entry skills are helpful.*

Walk-in: Although you may want to wait for your volunteer assignment until you've had a chance to look over the *Festival Program Guide*, please complete the Volunteer Application and indicate your areas of interest. An application completed now will speed up the process of picking the assignment and schedule that best suits you.

Workshop Assistant: Help workshop leader with room set-up. Assist with sound or boombox, as needed. Guide workshop participants to the correct workshop room. Distribute workshop evaluation sheets.

Post-Festival Activities

Data Entry: Help us compile post-festival data. May 29th, 30th.

Folkfloor Strike and Unload Helper: After the dancing is done on Monday, May 28, strip the tape off of the floor and load it onto the truck. On May 30, unload it from the truck into the Redmond storage facility.

Merchant Load-out Aide: Help vendors load items into their cars. Direct traffic on Mercer Street during load-out.

Office Helper: Pack up all the office gear and move it back to Northwest Folklife offices. *Lifting required.*

Production Strike Helper: Join the production crew and pack up after the Festival. *Lifting required. Close toed shoes and work clothes required.*

Tele-fundraiser: Monday - Thursday evenings in August. Reach out to past donors to encourage them to renew their membership in Friends of Folklife.