



West End Celebration August 26, 27 & 28, 2017

Volunteer Information & Application

Thank you for your interest in volunteering for the West End Celebration!

A team of volunteers is needed to produce the West End Celebration each year. The mission of the WEC is to promote and develop arts awareness and appreciation, and to educate the general public about the visual arts. Our "Green Scene" programs demonstrate responsible ecological programs and our terrific music venue has become increasingly popular with our festival crowds.

Volunteers are the backbone of the West End Celebration. Our volunteers always have a great time while working for the event. One of the nicest things about the last thirteen years of our event was all of the wonderful feedback we received from the artists and the patrons.

High School Students: This is a great way to earn community service hours!

ATTENDANCE:

We depend on your commitment to participate. Your presence and prompt arrival for your scheduled shifts are absolutely necessary. **VERY IMPORTANT:** If your schedule has changed, or if you have an emergency, please contact us immediately!

CHECK-IN:

You must check in at the City Booth tent (in front of "The Independent" building) at the beginning of each shift you work. Please try to arrive 15 minutes early.

T-SHIRT:

Every volunteer receives the official West End Celebration Volunteer T-shirt. This shirt must be worn while you are working at the WEC. Please do not make any alterations to your T-shirt while you are volunteering for the WEC.

SNACKS AND BEVERAGES:

Volunteers will be offered a variety of snacks and beverages before and during their shift which will be available at the City Booth. Alcoholic beverages may not be consumed before or during a volunteer's shift. There will also be numerous food vendors at the event where you may purchase food.

VOLUNTEERS ARE NEEDED FOR:

1. COMMUNITY RELATIONS – Pre-event help:

We need help delivering posters and postcards to shops, businesses and residents from the surrounding communities. Plan your volunteer commitment to include 2-3 hour blocks of time in the months prior to the event

2. SET-UP AND TAKE-DOWN:

Come early and help where needed with chairs, tables, booths, etc. on Friday night, August 21st and/or Saturday morning, August 22nd. Take down help will also be needed late afternoon on Sunday, August 23rd.

3. FESTIVAL AMBASSADORS:

Festival ambassador volunteers are the #1 hosts for the West End Celebration. Usually the first to meet WEC guests, volunteers need a smiling face and a friendly attitude to distribute Guide Maps, answer questions, give directions and, most of all, make our guests feel welcome.

4. WINE SERVERS (OVER 21 ONLY):

Help out the wineries at their wine-tasting booths.

5. VIP TENT (OVER 21 ONLY):

Setting up the VIP Tent, keeping the tent stocked with food, drinks and other supplies, serving VIP guests, and clean-up at the end of the day.

6. THE OFFSET PROJECT – ZERO WASTE

See attached information

INSTRUCTIONS FOR COMPLETING YOUR APPLICATION

1. Please type or print all requested information.
2. Use one form per person. You may photocopy the original.
3. Assignment Choice: Review the list of assignments and fill in your choice(s) on the registration form.
4. Assignments are made on a first come, first served basis, so please send in your application early. You will receive your assignment from the Volunteer Coordinator by email. Volunteers who want to work together should indicate so on their forms.
5. Volunteers 14 years of age or younger **MUST** be accompanied during their assignment by an adult authorized to supervise them - no exceptions.
6. You must check the box indicating that you have read the 2015 Volunteer Program Information and Agreement.



**VOLUNTEER APPLICATION
THE 2017 WEST END CELEBRATION**

Please print or type
Name (as you would like it to appear on name tags)

First/Last

Address

City/State/Zip

Phone Number Cell Phone

EMAIL

*I AM 14 OR YOUNGER - _____ (parents/guardians are required to remain at the festival with
volunteers 14 and younger).

*SPECIAL QUALIFICATIONS (if you have special skills you think the Festival could use tell us here):

*PHYSICAL LIMITATIONS (if
any) _____

T-SHIRT SIZE: Men's M L XL XXL
Women's S M L XL

**RECRUIT YOUR FRIENDS,
FAMILY MEMBERS,
NEIGHBORS, CO-WORKERS**

Sign up your friends to have fun! When you
do, you help fill our the West End Celebration
volunteer roster

I would like to be scheduled with: Friend's Name: _____

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ASSIGNMENTS & SCHEDULING

- Pre-Event Help:** We need help delivering posters and postcards to shops, businesses and residents from the surrounding communities. Plan your volunteer commitment to include 2-3 hour blocks of time in the months prior to the event. You will be contacted with your assignments.
- Set-Up & Take-Down:**
- Friday Night Concert Set-up: August 25 2pm – 6pm at Carmel Stone Imports, 1725 Contra Costa, Sand City, CA. Meet at 2pm at this address.
 - Friday Night Concert Take-Down: August 25 11pm? at Carmel Stone Imports, 1725 Contra Costa, Sand City, CA
 - Saturday, August 26 Set-Up: 8am-11am. Help with chairs, tables, booths, etc. Meet at City Hall, 1 Sylvan Park, Sand City for assignments at 8am.
 - Sunday, August 27 Take-Down: 5pm-7pm. Help with take-down. Meet at City Booth at 5pm.
- Festival Ambassadors:** Distribute Guide Maps, help watch the group art show; answer questions, give directions and, most of all, make our guests feel welcome.

Saturday, August 26, 2017: 11:00am-1pm 1pm-3pm 3pm-5pm

Sunday, August 27, 2017: 11:00am-1pm 1pm-3pm 3pm-5pm

- The Offset Project – Zero Waste:**

Saturday, August 26, 2017: 11:00am-1pm 1pm-3pm 3pm-5pm

Sunday, August 27, 2017: 11:00am-1pm 1pm-3pm 3pm-5pm

- Security** (Over 21 only)

Saturday, August 26, 2017: 11:00am-1pm 1pm-3pm 3pm-5pm

Sunday, August 27, 2017: 11:00am-1pm 1pm-3pm 3pm-5pm

Please check all three boxes below for your application to be processed:

- I have read the 2017 Volunteer Program Information.
- I agree to adhere to the policies and guidelines regarding volunteer work for the West End Celebration
- I have read the 2017 West End Celebration Volunteer Agreement (separate PDF).

Signature

Date

Parent/Guardian (on behalf of minor child)

Mail to:

Steve Vagnini West End Event Coordinator or Email: slvmanagement@yahoo.com
West End Celebration
1 Sylvan Park
Sand City, CA93955

*Once you have submitted your application, a representative will contact you regarding your status, assignments, and scheduling.