



Festival of the Arts

Featuring

Art

Food

Children's Area

Entertainment

All in beautiful

Arbuckle Acres Park

2009 Volunteer Registration Form

With its long standing tradition in the town of Brownsburg, the former Arts in the Park, is being renamed and reinvented as Brownsburg's *Festival of the Arts!* Festival of the Arts will feature expanded activities, along with more than 100 artisans and craft exhibitors from around the Midwest. New this year: gourmet food court, a children's creative area, and live entertainment on a main stage! All of this will take place throughout Arbuckle Park for all to enjoy. All proceeds directly benefit the Brownsburg Chamber of Commerce. The 31st annual *Festival of the Arts* will take place **July 18, 2009.**

Festival of the Arts Dates and Hours

Set-Up	July 17	8AM – 8PM
Set-Up	July 18	6AM – 7:15AM
Exhibit Hours	July 18	8AM – 3PM

(PLEASE TYPE OR PRINT CLEARLY)

Volunteer Information

Contact Name: _____

Address: _____

City: _____ State/ZIP: _____

Daytime Phone (with area code): _____

Email: _____

Important: Confirmation letter will be emailed to this email address.

Emergency Contact: _____

Emergency Contact Phone: _____

T-Shirt Size: Small Medium Large X-Large XX-Large

Age (if under 16): _____

Volunteers must be 16 years of age or older for volunteer positions, however an exception can be made for those volunteering with their parents or guardian.

Festival Show Management

Rachael Vaught, Professional Conventions and Meetings, Inc.

FAX Volunteer Form: 317-852-5823 or

MAIL Volunteer Form: PO Box 34611, Indianapolis, IN 46234 or

EMAIL Volunteer Form: rvaught@procam-inc.com or

CALL: 317-858-0046

Register for as many shifts as you like. **Please register only for the shifts that you want, only when you are available.** We recommend not more than two, since that can make for a long day in the summer heat.

If you would like to volunteer with someone else, please be sure you have each filled out an application with the same position, day and shift. When you check in for your shift at the festival, let us know that you would like to work with another person and we will do our best to accommodate your request.

Volunteer in Advance of Festival

Week of June 15 (at your leisure)

- Deliver window posters to local businesses and restaurants (*asking permission before hanging poster in window*)
- Deliver lawn signs to friends and family
- Make contact with local businesses asking them to support BCOC by changing out their advertising board to announce FOTA

Set-Up Days Volunteer Shifts

Thursday, July 16th (set-up day) 12PM – 4PM

- Assist Parks Dept with Staging Set-Up
- Mark Booth Spaces (spray paint 10'x10' booths)
- Set-Up Tables and Chairs in food area
- Set Fencing

Friday, July 17th (set-up day) 7:45AM – 11:45AM

- Assist with Exhibitor Load-In
- Assist with Exhibitor Parking
- Wherever I am Needed

11:30AM – 3:30PM

- Assist with Exhibitor Load-In
- Assist with Exhibitor Parking
- Wherever I am Needed

3:30PM-7:30PM

- Assist with Exhibitor Load-In
- Assist with Exhibitor Parking
- Wherever I am Needed

Saturday, July 18th Volunteer Shifts

Show Day

6:00AM – 8:00AM

- Exhibitor Load-In Assistance

8:00AM – 9:30AM (please arrive 30 minutes before your shift begins)

- Attendee Services (*Greeter, General Festival/Community Info, Lost & Found*)
- Children's Area Assistance (*HIP Studios*)
- Entertainment Assistant
- Entrance/Admission Gates
- Parking Assistance
- Public Restroom Monitor
- Recycling/Trash Monitor
- Wherever I Am Needed

9:15AM – 12:15AM (please arrive 30 minutes before your shift begins)

- Artist Relief (*sit in artists' booth while they take a break*)
- Attendee Services (*Greeter, General Festival/Community Info, Lost & Found*)
- Children's Area Assistance (*HIP Studios*)
- Entertainment Assistant
- Entrance/Admission Gates
- Parking Assistance
- Public Restroom Monitor
- Recycling/Trash Monitor
- Wherever I Am Needed

12:00PM – 3:00PM (please arrive 30 minutes before your shift begins)

- Artist Relief (*sit in artists' booth while they take a break*)
- Attendee Services (*Greeter, General Festival/Community Info, Lost & Found*)
- Children's Area Assistance (*HIP Studios*)
- Entrance/Admission Gates
- Parking Assistance
- Public Restroom Monitor
- Recycling/Trash Monitor
- Surveyor (*pass out/collect surveys and 2010 FOTA applications*)
- Wherever I Am Needed

2:45PM-5:45PM (please arrive 30 minutes before your shift begins)

- Exhibitor Load-Out Assistance
- Park Clean-Up
- Tear-Down