

# The Big West Arts Festival

## August 7th & 8th, 2010

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### Volunteer Information

Thank you for your interest in volunteering for the Big West Arts Festival!

Volunteers are the backbone of the Big West Arts Festival. The difference between a good volunteer program and a great one is that the volunteers have a wonderful time while they are working for the event. One of the nicest things about the last four years of our event was all of the wonderful feedback that we received from the artists and the patrons. The majority of the comments were in praise of having such great volunteers which made the festival so successful!

A team of almost 200 volunteers is needed to produce the Big West Arts Festival each year. The mission of the BWAFF is to promote and develop arts awareness and appreciation, and to educate the general public about the visual arts. Our volunteer team understands that mission and works towards its goals by volunteering for one of our eight committees during the event.

The key to establishing a quality volunteer program and maintaining it from year to year is communication throughout the year. This process continues through all aspects of BWAFF volunteer management, including recruitment, recognition and training. The results say everything: we hope our volunteer team returns from year to year and continually offers positive feedback as well as constructive suggestions on ways to improve the event.

**At the Big West Arts Festival, our volunteers  
play a huge part in our success!**

#### **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!

#### **ARRIVALS & BREAKS**

You must check in at the Volunteer Headquarters under the volunteer tent at the beginning of each shift you work. Please try to arrive 15 minutes early. Volunteers will receive at least one break for each shift, which needs to be coordinated with the volunteer coordinator.

## **T-SHIRT**

Every volunteer receives the official Big West Arts Festival T-shirt. This shirt must be worn while you are working at the Arts Festival. Please do not make any alterations to your T-shirt while you are volunteering for the BWAF.

## **TRAINING**

All volunteers will be given a Volunteer Packet with all the necessary details and logistics of the Arts Festival. If you would like further training or information, please contact the volunteer coordinator.

## **MEAL AND BEVERAGES**

Volunteers will be offered a variety of snacks and beverages before and during their shift. Alcoholic beverages may not be consumed before or during a volunteer's shift.

# **COMMITTEE INFORMATION**

## **FESTIVAL AMBASSADORS**

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

## **BOOTH SITTING & ARTIST ERRANDS**

Would you like to perform an invaluable service to the artists while being mobile around the Arts Festival site? Sign up to become a booth sitter and give artists throughout the site much needed breaks throughout the day. You can help them beat the heat while having a great time delivering cool beverages and snacks to their booths throughout the Arts Festival site.

## **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 several 2-3 hour blocks of time in the months prior to the event.

## **CHILDREN'S ACTIVITIES**

This activity area features interactive arts projects for children. Be prepared to laugh and watch kids create masterpieces. We need your help staffing activities and helping kids have a wonderful time.

## **CULINARY ARTS**

Volunteers may be asked to serve food or help with general operations in the food booths. Volunteers will notify the Culinary Chair when trash pickup is required or if there is a problem with propane or electrical service, or any situation which might present a health or safety issue for the vendors, volunteers or festival guests.

## **VOLUNTEER COORDINATION**

This committee will operate volunteer headquarters. These responsibilities include checking-in volunteers, distributing T-shirts, securing personal property, and answering questions. If you are upbeat and ready for anything, we need you!

## **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. Committee Choice: Review the list of committees and fill in your choice(s) on the registration form.
4. Committee assignments are made on a first come, first served basis, so please send in your application early. You will receive your assignment from the Arts Festival office by mail or 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 2009 Volunteer Program Information and Waiver.

PLEASE MAIL TO:

**Big West Arts Festival – Volunteers**

**3059 Coffeen Avenue**

**P.O. Box 1500**

**Sheridan, WY 82801**

**bigwest@sheridan.edu**

**The Festival needs more than 200 volunteers to produce the 2 day event.  
Please donate your time. You'll have a blast while you're at it!**

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