



THE VOLUNTEER APPLICATION IS AVAILABLE ONLINE: WWW.ARTIDEA.ORG/VOLUNTEER

2010 VOLUNTEER CORPS

Make It Personal: Volunteer

Volunteers are the lifeblood of the International Festival of Arts & Ideas. For two weeks in June, over 300 volunteers from the greater New Haven area bring the Festival to life and become the face of the Festival to over 100,000 visitors.

Since more than 80% of our events are free and open to the public, we rely on the passion, commitment, and support of community members to help us continue to make these creative experiences open to all.

For more information:
E-mail volunteer@artidea.org
Phone 203.498.3750

Volunteer Opportunities:

INFORMATION BOOTH

Warmly and proactively engage and assist Festivalgoers at the outdoor, public information booth on the New Haven Green to promote the Festival and the city of New Haven

- Individual shifts last three hours and the Information Booth Coordinator provides on-site training and support during your shift
- Small groups may commit to covering this booth for a half-day, full day, or multiple days

PROMO TEAM

Distribute Festival promotional materials around the community. Help get the word out!

- Great way to help the Festival if you are short on time
- We provide the brochures, postcards, and other publicity materials for volunteers to distribute

SURVEYOR

Welcome Festivalgoers to various venues, events and activities while gathering information from Festival attendees on a formal questionnaire. Responses become part of an economic impact study developed by Quinnipiac University which is used to present the Festival's case for funding

- Shifts last between 1-3 hours and include on-site training

USHERS

Help with crowd management by tearing tickets, handing out programs, and guiding audience members to their seats.

- Shifts last between 2-5 hours and include on-site training
- Must have the ability to stand comfortably for a length of time
- The Volunteer Coordinator **does not** assign Ushers for shows at the Shubert Theater or Long Wharf Theatre
- Ushers are NOT guaranteed to watch the performances, as the size of the audience or the demands of the particular volunteer assignment may not make it possible for them to be members of the audience

CONCERT HOSTS

- Help keep 80% of the Festival's programming FREE! The Festival places donation boxes on the sidewalks next to the New Haven Green during certain events to help pay for the wonderful programming we have all grown to love and look forward to in June. Will you be a Festival Concert Host by welcoming people to the Green while attending to the donation boxes?

WALKING TOUR ASSISTANT

Meet and greet tourgoers, distribute Festival materials, collect surveys and serve as a liaison to the Festival Tour Guide

- Most tours last approximately one hour
- Volunteers arrive 15 minutes before the start of the tour to welcome tourgoers and introduce themselves to the tour guide

NEW VOLUNTEERS: Save the dates for orientation! Attend one of the following sessions:

Wednesday May 19 (12pm-1pm) or Thursday, June 3 (5:30pm-6:30pm) or Saturday, June 5 (10am-11am)

Location: 15th Floor Conference Room, New Alliance Bank Building, 195 Church Street, New Haven, CT 06510.

THANK YOU! WE ARE GRATEFUL FOR YOUR PARTICIPATION!

SAVE THIS PAGE FOR YOUR RECORDS. FILL OUT PAGES 3 & 4 AND RETURN THEM TO:

Rachel Alderman, Manager of Communications

195 Church Street, 12th Floor

New Haven, CT 06510

E-mail: volunteer@artidea.org

Fax: 203.498.2106

International Festival of Arts & Ideas Volunteer Application - 2010

Thank you in advance for providing the information requested below. We will use this information to match your skills and interests to the needs of the Festival. We will assign you to a role which will be important to the Festival's success. While we make every effort to accommodate all our volunteers, if we're not able to assign you this year, we hope you will understand.

PERSONAL INFORMATION

Name: Mr./Ms./Mrs./Dr. (circle one)

E-mail:

Address:

City:

State:

Zip:

Day Phone:

Evening Phone:

Cell Phone:

Please check the box to indicate your preferred contact phone number

Emergency Contact:

Name:

Phone 1:

Phone 2:

Relationship to you:

School/Employer/Organization:

Age Range (circle one): under 18 under 21 21-35 36-55 56-67 over 67

If under 18, what is your age and grade?

Are there any limitations to your physical activities? Please describe:

Special Skills: Please note skills such as photography, fluency in a second language, computer skills, experience working with children, or any other talents you think might be useful:

I am a new volunteer I volunteered for IFAI in (circle): '96 '97 '98 '99 '00 '01 '02 '03 '04 '05 '06 '07 '08 '09

VOLUNTEER WITH FRIENDS AND RELATIVES:

PLEASE NOTE: If you want to be scheduled with a friend or two, your applications should be mailed in together.

Schedule me at the same time as (name of friend/relative):

ORIENTATION SESSIONS FOR NEW VOLUNTEERS

New volunteers must attend one (1), one-hour orientation session.

Location: 15th Floor Conference Room, New Alliance Bank Building, 195 Church Street, New Haven, CT 06510. Metered street parking is available.

Please circle the session you will attend:

Wednesday May 19 (12pm-1pm)

Thursday, June 3 (5:30pm-6:30pm)

Saturday, June 5 (10am-11am)

Please Note: This is a new orientation format and a new location from previous years.

If you volunteered in 2008 or 2009, it is not necessary for you to attend an orientation.

WHAT IS YOUR T-SHIRT SIZE?

Thanks for asking, but I've got my blue T-shirt from a previous year and I'll wear that one.

Small Medium Large XL XXL

PREFERENCES

I will commit to work: _____ day(s) (please write in the maximum number of days you are available)

I am willing to be called upon on short notice if the need arises: Yes No

I prefer to work: Indoors Outdoors No Preference

HOW DID YOU LEARN ABOUT THIS VOLUNTEER OPPORTUNITY?

Receive E-mails from International Festival of Arts & Ideas

Newspaper (which one?) _____

E-mail forwarded by a friend

Word of mouth

www.artidea.org

Postcard of flyer in your neighborhood

Online calendar listing

Other (specify) _____

FESTIVAL AVAILABILITY

Please check **all possible dates and times below** that you will be available to work during the Festival. **We greatly appreciate your availability & flexibility.** This is for scheduling purposes only—times are to give us a general idea of when you will be available. **All times listed are close approximations.**

Assignments will be made as applications are received and will be e-mailed and/or mailed out as soon as possible.

INFO BOOTH WEEKDAY AVAILABILITY: Please check all possible dates and times that you will be available

DAY AND DATE	SHIFT A (11AM-1:30PM)	SHIFT B (1:15PM-4:15PM)	SHIFT C (4PM-7:30PM)
TUESDAY JUNE 15			
WEDNESDAY JUNE 16			
THURSDAY JUNE 17			
FRIDAY JUNE 18			
TUESDAY JUNE 22			
WEDNESDAY JUNE 23			
THURSDAY JUNE 24			
FRIDAY JUNE 25			

INFO BOOTH WEEKEND AVAILABILITY: Please check all possible dates and times that you will be available

DAY AND DATE	SHIFT A (1:45PM-4:45PM)	SHIFT B (4:30PM-8PM)
SATURDAY JUNE 12		
SUNDAY JUNE 13		
SATURDAY JUNE 19		
SUNDAY JUNE 20 FATHER'S DAY		
SATURDAY JUNE 26		

SURVEY AND USHER: WOULD YOU LIKE TO: USHER SURVEY BOTH

If you definitely want to see a particular production, it is best to buy a ticket. The size of the audience or the demands of a particular volunteer position may not make it possible for you to be a member of the audience. Long Wharf Theatre and The Shubert Theatre schedule their own volunteer ushers in their venues. If you would like to usher at those venues, please contact the theaters directly.

SURVEY AND USHER WEEKDAY AVAILABILITY: Please check all possible dates and times that you will be available

DAY AND DATE	SHIFT A (12PM-4PM)	SHIFT B (4PM-7PM)	SHIFT C (7PM-10PM)
TUESDAY JUNE 15			
WEDNESDAY JUNE 16			
THURSDAY JUNE 17			
FRIDAY JUNE 18			
TUESDAY JUNE 22			
WEDNESDAY JUNE 23			
THURSDAY JUNE 24			
FRIDAY JUNE 25			

SURVEY AND USHER WEEKDAY AVAILABILITY: Please check all possible dates and times that you will be available

DAY AND DATE	SHIFT A (2PM-6PM)	SHIFT B (6PM-10PM)
SATURDAY JUNE 12		
SUNDAY JUNE 13		
SATURDAY JUNE 19		
SUNDAY JUNE 20 FATHER'S DAY		
SATURDAY JUNE 26		

CONCERT HOST AVAILABILITY: Please check all possible dates and times that you will be available

DAY AND DATE	SHIFT A (2PM-6PM)	SHIFT B (6PM-10PM)
SATURDAY JUNE 19		
SUNDAY JUNE 20 FATHER'S DAY		
SATURDAY JUNE 26		

ADDITIONAL ASSIGNMENTS Check off the assignment that interests you and the Volunteer Coordinator will call you to schedule your shifts:

Promo Team Walking Tour Assistant

I certify that the information in this application is true and accurate to the best of my knowledge:

Volunteer's Signature: _____

Parent/Guardian's Signature (if under the age of 18): _____