



16th ANNUAL VAIL JAZZ FESTIVAL VOLUNTEER REGISTRATION FORM  
Vail Jazz Festival, June 27 - September 6, 2010

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Emergency Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Poster, Postcard and Program Distribution**

***Time Frame: Early July - Early August 2009***

Distribute posters, postcards and programs at area businesses AS SOON AS POSSIBLE.

\_\_\_ YES, I can distribute to (please circle) Vail Minturn Eagle-Vail Avon Edwards Eagle Gypsum Other

**Jazz @ the Market**

**Time Frame: Sunday afternoons, June 27 - August 29**

Performances take place from Noon to 3:30pm on consecutive Sundays beginning June 27. The venue will be the traditional location in front of Annie's on Meadow Drive for the first two concerts, then will move to a location to be determined at Solaris. Please check the dates you are available from 11:30 - 3:30pm.

- \_\_\_ Sunday, June 27
- \_\_\_ Sunday, July 11
- \_\_\_ Sunday, July 18
- \_\_\_ Sunday, July 25
- \_\_\_ Sunday, August 1
- \_\_\_ Sunday, August 8
- \_\_\_ Sunday, August 15
- \_\_\_ Sunday, August 22
- \_\_\_ Sunday, August 29

**Jazz @ Vail Square**

**Time Frame: Thursday evenings, August 2 - 30**

Performances take place from 6-8pm on the dates listed below. Volunteers are needed for set up, tear down, greeters/ushers merchandise sales and drawings and to pass out programs - rain or shine for the following performances. Please check the date(s) you are available from 5:30 to 8:30 pm.

- \_\_\_ Thursday, August 5
- \_\_\_ Thursday, August 12
- \_\_\_ Thursday, August 19
- \_\_\_ Thursday, August 26
- \_\_\_ Thursday, September 2

**Silent Auction: Item Collections**

Volunteers are needed to solicit, secure, collect, and photograph silent auction items from businesses, both local and other. Time frame is now through August 20.

\_\_\_ ***Yes! I'll work on the silent auction items!***

**Labor Day Weekend Party, Vail Marriott Mountain Resort**

**Time Frame: Thursday, September 2 - Tuesday, September 7, 2009**

Volunteers are needed in 4 to 6-hour shifts for merchandise sales, ushering, ticket sales, stage setting and audience surveys. Please check the dates you are available and the timeframe you are available:

<b>Priority</b>	<b>Date</b>	<b>Time</b>		<b>_____ to _____</b>
___	Friday, September 3 (Set up)	12 Noon	to 5:30 pm	_____ to _____
___	Friday, September 3	5:30 pm	to 11:00 pm	_____ to _____
___	Saturday, September 4	11:00 am	to 6:00 pm	_____ to _____
___	Saturday, September 4 (Patron's Dinner)	5:30 pm	to 11:00 pm	_____ to _____
___	Sunday, September 5	8:30 am	to 1:00 pm	_____ to _____
___	Sunday, September 5	12:00 pm	to 6:00 pm	_____ to _____
___	Sunday, September 5	5:30 pm	to 11:00 pm	_____ to _____
___	Monday, September 5	11:00 am	to 6:00 pm	_____ to _____

***From the job descriptions on the following page, place a "1" next to the job that is your first preference and a "2" next to your second preference, etc.***

**15th ANNUAL VAIL JAZZ FESTIVAL**  
**VOLUNTEER JOB DESCRIPTIONS**

The Vail Jazz Festival offers a variety of volunteer jobs, which are all critical to the success of the Festival. The dates indicated for the volunteer jobs listed below correspond to the dates and times on the volunteer registration form.

**Time Requirement**

We request that volunteers work a minimum of 8 hours. Volunteers fulfilling 8 hours or more will receive 1 Labor Day Weekend Party session ticket for each 4-hour shift worked, in addition to your Festival t-shirt. If you work 8 hours, you will receive one t-shirt and 2 session tickets. If you work 16 hours, you will receive 4 session tickets and one t-shirt and one hat. We ask that all volunteers wear their festival T-shirt and hat during their volunteer shift to be easily identified by Festival-goers.

- a) **Greeters/Ushers** - Ushers will check tickets/passes and direct guests to appropriate seating areas (when applicable), and to hand out event programs. These volunteers will also hand out surveys to attendees and collect surveys at the end of each session. Three greeters/ushers are needed for all Jazz @ Vail Square and four greeter/ushers are needed for Labor Day Weekend performances September 3-7, 2009.
- b) **Registration & Silent Auction Volunteers** - Ticket sales volunteers will assist guests who are picking up will-call tickets, purchasing tickets, or requesting information and answering the phone. Four ticket office volunteers are needed for all Labor Day Weekend performances September 3-7, 2009. Registration Volunteers will 'close out' the cash and credit card sales at the end of their shift. Evening volunteers will remove all silent auction items from foyer and store in identified storage location.
- c) **Merchandise Sales Volunteers**- Merchandise sales volunteers set up merchandise displays and sell Festival t-shirts, hats, posters and CD's and other merchandise. Volunteers are responsible for conducting beginning and ending shift inventories, accounting for all sales and cash balances. Four merchandise sales volunteers are needed for all Labor Day Weekend performances September 3-7, 2009. At the end of each evening shift, merchandise sales volunteers remove all merchandise and store them in identified storage location.
- d) **Site Prep/Tear Down** - Site preparation and tear down involves setting up tables and chairs, unloading boxes of supplies and moving equipment. Tear down involves removing/reloading same. Three site prep/tear down volunteers are needed for Jazz @ Vail Square, and four site prep/tear down volunteers are needed prior to and immediately following each performance during the Labor Day Weekend performances September 3-7, 2009.
- e) **Stage Crew** - Stage set-up volunteers are needed for all Labor Day Weekend performances. The stage crew is specific to each band and changes hourly during each session. Stage set-up requires the ability to lift and move heavy musical instruments and equipment. Stage crew volunteers are needed for all performances September 3-7, 2009.

Please remember that we ask volunteers to work a minimum of 8 hours. For every four hours volunteered, you will earn one ticket to a show during the Vail Jazz Festival. I encourage you to spread the word about the Jazz Festival and encourage your friends and colleagues to participate as volunteers. Please have them contact me with their interest!