



SEPTEMBER 30 - OCTOBER 8, 2017 ▲ du 30 SEPTEMBRE au 8 OCTOBRE 2017

EASTERN TOWNSHIPS / CANTONS DE L'EST  
 QUÉBEC, CANADA

## VOLUNTEER SIGN-UP FORM

*If you would like to help the Festival and enjoy a great experience at the same time, please complete this form as soon as possible and return it to April O'Donoughue at [april@celticharmonies.ca](mailto:april@celticharmonies.ca). For information, please call (450) 292-3456, ext. 228 (April), or ext 230 (Judy)*

### CONTACT INFORMATION

First Name : .....

Last Name : .....

Address : .....

Postal Code : .....

Home phone number : .....

Work phone number : .....

Cellphone : .....

Fax : .....

Email : .....

### GENERAL INFORMATION

Language (s) :  English    French    Other (please specify): \_\_\_\_\_

Age:  17-25    26-35    36-45    46-65    plus de 65

Please list what you believe to be your strengths and weaknesses:

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Do you have any hobbies, skills or previous work or volunteer experience that you think may help in determining the responsibilities that will be entrusted to you? (ie. photography, childcare, computer expertise, cashier experience, marketing, working with the public, etc.)

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**PREFERRED TASKS**

Please indicate what jobs you would be prepared to do. Of course, we will compare your job preferences with your stated availability on next page.

**BEFORE THE FESTIVAL**

**PROMOTION, FLYER & POSTER DISTRIBUTION**

- Flyer and poster distribution
- Researching places to promote the Festival online and placing blurbs

**VOLUNTEER RECRUITMENT & COORDINATION**

- Helping us to find, confirm and coordinate a strong team of volunteers.

**COMMUNICATIONS**

- Writing, translating marketing texts & press releases, etc....
- Developing and formatting the daily concert programmes (in Word)
- Media Relations

**LIAISON WITH THE COMMUNITY**

- Liaison with Schools
- Liaison with Merchants (ensuring they know about the Festival and help to promote it)

**OFFICE HELP**

- Taking down phone messages, returning calls, taking ticket orders by phone.

**LABOUR – MISCELLANEOUS**

- Various jobs always come up in the planning of a Festival such as this. For example, putting up banners and directional signs, picking up and/or delivering things, etc.

## DURING THE FESTIVAL

### ON-SITE BOX OFFICE TEAM

*The following jobs begin 90 minutes prior to each concert or 45 minutes prior to each workshop.*

- Ticket Taker (at the door)
- Pre-purchased ticket table (handing out tickets that are pre-paid)
- On-Site Ticket Sales (if tickets are still available for sale)
- Usher / helping people find their seats and collecting contest ballots

### ARTIST HOSPITALITY

- Preparation of light snacks for the “green room” for a concert; may include shopping for supplies (to be reimbursed by the Festival); and delivery to the concert halls in time for the 4 pm sound checks.
- Catering to provide supper for all 25 artists involved in the Closing Concert; this includes planning, shopping for supplies (to be reimbursed by the Festival), preparing the food; delivery to a location next door to the Maison de la culture de Waterloo, serving it, and picking up after the meal (which will take place after sound checks and before the concert).

### CHILD CARE

- Looking after the young children of some of the musicians during their concert and workshop (at the venue).

### WORKSHOP MC (Master of Ceremonies)

- Welcoming participants bilingually using a prepared speech, making announcements, thanking sponsors... Experience required.

### PHOTOGRAPHER / VIDEOGRAPHER

- at workshops, concerts, music sessions in the local restaurants.

### DRIVER

- One artist pick up required from Trudeau Airport Montréal on October 6.
- Chauffeuring locally and/or pick-ups and deliveries locally.

### LOGISTICS

- Logistics Coordination – Concert Halls:** Ensuring that the Festival signage is installed and in place in time for the show, that the tables are set up for the box office team arrival, that the sound and light technicians have arrived and are setting up, that the artists show up on time and are well taken care of (hospitality has arrived, they are satisfied with the sound, etc.).
- Coordination – Workshops:** Ensuring that Festival signage for the activity is installed and in place in time for the workshops, that the room is set-up in the manner provided in the plan, that the artists arrive on time with all they need for their performance and that the workshop begins and ends on time.
- Labour:** For example, putting up banners and directional signs, setting up chairs, etc.

## AVAILABILITY

**Please indicate the dates and times when you are available.** We will compare your availability with your job preferences on previous page.

Check dates that you are available	Dates available to volunteer	Times when you are available (please be as specific as you can)	Comments
<input type="checkbox"/>	<b>Now:</b> specify dates in comment column		
<input type="checkbox"/>	<b>September 29</b> (afternoon school visit)		
<input type="checkbox"/>	<b>September 30</b>		
<input type="checkbox"/>	<b>October 1</b>		
<input type="checkbox"/>	<b>October 2</b>		
<input type="checkbox"/>	<b>October 3</b>		
<input type="checkbox"/>	<b>October 4</b>		
<input type="checkbox"/>	<b>October 5</b>		
<input type="checkbox"/>	<b>October 6</b>		
<input type="checkbox"/>	<b>October 7</b>		
<input type="checkbox"/>	<b>October 8</b>		