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FOR OFFICE USE ONLY

**NORTH CHARLESTON**  
**ARTS FESTIVAL 2010**

**April 30-May 8, 2010**

**Volunteer Information Form**

The North Charleston Arts Festival is a very rewarding and exciting time of the year for all of us.

Without the help of our wonderful volunteers, we would not be able to produce the many events that take place during the Festival.

Please see the attached listing of selected Festival events that will require volunteer help. Events not listed have sufficient staff or sponsorship coverage. Each volunteer will receive one Arts Festival T-shirt, one meal voucher for the Grand Finale and 10% off any ticketed event with one week advanced notice by calling 740-5854. Cultural Arts will coordinate the appropriate number of volunteers assigned to each event and will call you within 7 to 10 days prior to the Festival to confirm your schedule and discuss the benefits. Thank you in advance for your valuable support of the 2010 Arts Festival.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Work# \_\_\_\_\_ Home# \_\_\_\_\_ Cell# \_\_\_\_\_ Email: \_\_\_\_\_

T-shirt Size: Circle your preference Adult (S) (M) (L) (XL) (XXL) (XXXL)

Do you wish to be added to the Volunteer Mailing List for next year? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please list your volunteer selection of event/s and hours.**

EVENT	DATE	HOURS
_____	April 4 - April 30	_____
_____	Wednesday, April 28	_____
_____	Thursday, April 29	_____
_____	Friday, April 30	_____
_____	Saturday, May 1	_____
_____	Saturday, May 1	_____
_____	Sunday, May 2	_____
_____	Sunday, May 2	_____
_____	Monday, May 3	_____
_____	Monday, May 3	_____
_____	Tuesday, May 4	_____
_____	Tuesday, May 4	_____
_____	Wednesday, May 5	_____
_____	Wednesday, May 5	_____
_____	Thursday, May 6	_____
_____	Thursday, May 6	_____
_____	Friday, May 7	_____
_____	Friday, May 7	_____
_____	Saturday, May 8	_____
_____	Saturday, May 8	_____

List any physical limitations: \_\_\_\_\_.

**KEEP A COPY OF YOUR SCHEDULE & VOLUNTEER SELECTIONS**

Please mail, email or fax this form to:  
North Charleston Cultural Arts Department  
P. O. Box 190016  
North Charleston, SC 29419-19016  
Fax (843) 529-2291 Phone 740-5854  
culturalarts@northcharleston.org

*Please refer to the 2010 Arts Festival Brochure for complete details or visit [northcharleston.org](http://northcharleston.org).*

## April 4-30

### **DISTRIBUTE FESTIVAL POSTERS AND POSTCARDS**

North Charleston Cultural Arts Department, Second Floor, North Charleston City Hall.

8:30-5:00PM M-F

All volunteers welcome. Pick up materials at the Cultural Arts Offices for distribution.

## Wednesday, April 28

**DROP-OFF: ART, PHOTO, YOUTH ART & PALMETTO HANDS ENTRIES**

Charleston Area Convention Center, International Blvd. side.

12:30-8:30PM

4-volunteers – Assist with receipt of entries, storage & hanging/display of entries and T-Shirt folding.

## Thursday, April 29

**DROP-OFF: ART, PHOTO, YOUTH ART & PALMETTO HANDS ENTRIES AND DISPLAY INSTALLATION**

Charleston Area Convention Center, International Blvd. side.

12:30-8:30PM

4-volunteers – Assist with receipt of entries, storage & assembling/hanging/display of entries and T-Shirt folding.

## Friday, April 30

**DROP-OFF & INSTALLATION: ART, PHOTO, YOUTH ART & PALMETTO HANDS ENTRIES**

Charleston Area Convention Center, International Blvd. side.

9:00AM-6:00PM

6-10 volunteers – Assist with receipt of entries, storage & assembling/hanging/display of entries.

## Saturday, May 1

**MAIN EVENT MORNING SET-UP: Food Court, Craft Booths Area, Information Booths, Box City & Creation Stations**

N. C. PAC & Charleston Area Convention Center Complex -Check in at the Gallery Desk

7:15AM –9:45 AM

6-10 volunteers - Assist in set-up.

**MAIN EVENT HELPERS & MONITORS: Parade of the Arts, Art, Photo, Youth Art, Palmetto Hands, Box City, Creation Stations, Info Booths**

N. C. PAC & Charleston Area Convention Center Complex -Check in at the Gallery Desk

**Parade of the Arts: 9:00-11:00 AM - 4+ volunteers**

Assist with line-up of participants & directing parade toward the Performing Arts Center.

**Art, Photo, Youth Art Exhibits: 9:00AM-4:45PM - 2 volunteers**

Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

**Palmetto Hands Fine Craft Exhibit: 9:00AM-6:00PM - 2 volunteers**

Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

**Box City, Creation Stations: 9:00AM-4:45PM - 4+ volunteers**

Assist children with city planned activities & creative art projects- led by professionals in the Convention Center Hallway

**Info Booths (4): 10:00AM-4:00PM 1-2 volunteers at each location**

Serve as greeters, general helpers, provide information, and assist T-Shirt sales located at festival entry points.

## Sunday, May 2

**MAIN EVENT HELPERS & MONITORS: Art, Photo, Youth Art, Palmetto Hands, Box City, Creation Stations, Info Booths**

N. C. PAC & Charleston Area Convention Center Complex -Check in at the Gallery Desk

**Art, Photo, Youth Art Exhibits: 1:00PM-5:15PM - 2 volunteers**

Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

**Youth Art Awards Reception and Pick-Up: 3:30-6:00PM - 4 volunteers**

Assist with reception preparation & clean up, assist with the removal/pick-up of art entries near Exhibit Hall stage. Return materials.

**Palmetto Hands Fine Craft Exhibit: 10:00AM-6:00PM - 2 volunteers**

Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

**Box City, Creation Stations: 1:00PM-6:00PM - 4+ volunteers**

Assist children with city planned activities & creative art projects- led by professionals in the Convention Center Hallway

**Info Booths (4): 1:00PM-5:00PM 1-2 volunteers at each location**

Serve as greeters, general helpers, provide information, and assist T-Shirt sales located at festival entry points. Return materials.

### Monday, May 3

**MONITOR EXHIBITS: ART, PHOTO, PALMETTO HANDS**  
Exhibit Hall & Convention Center

**9:00AM - 5:00PM - FREE**

2-3 volunteers at all times-Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

### Tuesday, May 4

**MONITOR EXHIBITS: ART, PHOTO, PALMETTO HANDS**  
Exhibit Hall & Convention Center

**9:00AM - 5:00PM - FREE**

2-3 volunteers at all times-Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

### Wednesday, May 5

**MONITOR EXHIBITS: ART, PHOTO, PALMETTO HANDS**  
Exhibit Hall & Convention Center

**9:00AM - 5:00PM - FREE**

2-3 volunteers at all times-Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

#### **ART WALK**

Olde North Charleston Business District - E. Montague Ave.

**5:00-8:00PM · FREE**

2 volunteers 5:30PM-8:30PM     Serve as greeters, general helpers, assist T-shirt sales, public art project, clear & clean up area at end of event.

### Thursday, May 6

**MONITOR EXHIBITS: ART, PHOTO, PALMETTO HANDS**  
Exhibit Hall & Convention Center

**9:00AM - 5:00PM - FREE**

2-3 volunteers at all times-Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

### Friday, May 7

**MONITOR EXHIBITS: ART, PHOTO, PALMETTO HANDS**  
Exhibit Hall & Convention Center

**9:00AM - 5:00PM - FREE**

2-3 volunteers at all times-Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

#### **OLDE VILLAGE BLOCK PARTY w/ Carousels**

Olde North Charleston Business District - E. Montague Ave.

**6:30-8:00PM · FREE**

2 volunteers-6:00-8:30PM     Serve as greeters/ general helpers/ distribute Festival brochures, T-shirt sales.     Assist with preparation & clean up.

#### **REGGAE BLOCK PARTY w/ Inner Visions**

Olde North Charleston Business District - E. Montague Ave.

**8:30-10:00PM · FREE**

2 volunteers -8:00-11:00PM     Serve as greeters/ general helpers/ distribute Festival brochures, T-shirt sales.     Assist with preparation & clean up.

### Saturday, May 8

**MONITOR EXHIBITS: ART, PHOTO, PALMETTO HANDS**  
Exhibit Hall & Convention Center

**9:00AM - 11:30PM - FREE**

2-3 volunteers at all times-Monitor the safety and security of exhibits while on public display provide information, direct sales to staff.

#### **PICK UP EXHIBITS: ART, PHOTO, PALMETTO HANDS**

Exhibit Hall & Convention Center

**11:30AM - 5:00PM - FREE**

6-10 volunteers - Assist with the artists' check out of all exhibit items and dismantle/removal/storage of items as necessary.

#### **ARTS FESTIVAL GRAND FINALE: Performances/Children's Activities/Fireworks**

Riverfront Park – 1001 Everglades Ave. (Former Charleston Naval Base/Rain Site: North Charleston Cultural & Civic Center)

**5:00-9:30PM · FREE**

3 - 4 volunteers -     Serve as greeters/ general helpers/ distribute Festival brochures, T-shirt sales.     Assist with preparation & clean up.