

Volunteer Signup



instructions on back • form may be photocopied

Name _____ (please print)

Address _____ E-mail _____

City _____ State _____ ZIP _____

Phone No _____ Alternate Phone No _____ Guild _____

Please indicate your preferred committee(s) and time slot(s) by entering a number in the boxes below (e.g, 1 for your top choice, 2 for your second choice, etc.). You will be notified two weeks prior to the show of assignments. If you would like to be paired with a friend, indicate this in Notes section below. Return this form early and get your desired committee(s) and time slot(s).

Saturday - October 17, 2009

show committee	8:30 - 10:00 am	10:00 - 11:30 pm	11:30 - 1:00 pm	1:00 - 2:30 pm	2:30 - 4:00 pm
admissions					
host					
white glove					
volunteer lounge					

Sunday - October 18, 2009

show committee	9:30 - 11:00 am	11:00 - 12:30 pm	12:30 - 2:00 pm	2:00 - 4:00 pm	
admissions					
host					
white glove					
volunteer lounge					

pre- and post-show committee	Thursday am October 15	Thursday pm October 15	Friday 5 - 10 pm October 16	Sunday 4 - 6 pm October 18
scribes and judge helpers			n/a	n/a
show setup	n/a	n/a		n/a
show take-down	n/a	n/a	n/a	

*starting and ending times may vary. length of time will depend upon the number of volunteers.

Notes _____

Please return form to: Empire QuiltFest, Attn. Volunteer Coordinator, P.O. Box 554, Burnt Hills, NY 12017

Volunteer committee descriptions

The 5th Empire QuiltFest show will be held in October 2009. To make this show a success, many volunteers will be needed as the table below indicates. The more volunteers the lighter the workload for all involved. Volunteering offers guild members a chance to not only share their skills but also to learn new ones and meet members of our sister guilds. The following is a list of the available committees and a brief description of the tasks.

committee	people required per shift	description
admissions/ registration	2-4	check show passes, sell and collect entry tickets, handle sign in for classes.
hostess	3-4	act as hostess for teachers/lecturer and collect passes for workshops and luncheon. monitor entrance for the disabled, obtain refreshments for vendors and inquire if vendors need anything.
white glove	12	walk among the quilts and provide information to attendees as well as prevent attendees from handling quilts.
volunteer lounge	2	this is a meeting place for volunteers where refreshments will be available and personal belongings may be stored. responsibilities will include keeping beverages and snacks available.
scribes and judge helpers for judging	6	display quilts and/or record comments for judges during quilt evaluation. this will take place on the Thursday prior to the show. the location for the judging to be announced.
show setup	30	Friday Oct. 16th evening only. assist in setting up racks and displays, hang quilts, monitor unloading security area, assist vendors if help is needed during unloading process and in locating booth space. husbands and friends are invited.
show take down	30	Sunday evening only. assist in taking down quilts, racks, displays, packaging and returning quilts to owners, monitor loading security area and assist vendors if help is needed.

Thank you to all who volunteer. You will make this show a success. Please complete and return the form (on the other side of this page) with your available times and preferred assignment. Your committee(s) and time assignment(s) will be confirmed several weeks before the show. Again, thank you.

If you have any questions feel free to call Ann Pastore at 518-424-2606 or Martha Hadarics at 518--877-5221.