



Summerfest Arts Festival – Volunteer Descriptions

The Center for the Arts utilizes over 150 volunteers for our annual Summerfest Arts Festival. We need energetic individuals and groups to help out with our major fund raising event of the year. There are many ways you can help. Please read the volunteer descriptions below and fill out the form on the other side of this sheet. Volunteers will be contacted about training sessions to prepare you for volunteering. We understand your time is very valuable and greatly appreciate your willingness to volunteer!

Set Up: Duties include marking off booth spaces, putting up CAE tents and tables, setting up the info and hospitality booths, kid's craft area, and stage area, and putting up banners and other signage. Volunteers should be comfortable being outside, walking around, and lifting and carrying items. We need 5-10 volunteers for each shift on Thursday, July 17th and Friday, July 18th.

Artist Check In: Duties include greeting artists as they arrive to set up their booths, giving them paperwork, answering questions, and some may need assistance with getting their work to their booth and setting up. You will also be in contact with the event coordinator about any problems the artists have or questions you can't answer. Volunteers should be comfortable walking, lifting and carrying items, and bending down. We need 3-5 volunteers for each shift on Friday, July 18th and Saturday, July 19th.

Visitor Hospitality: Duties include answering questions and troubleshooting problems from artists, visitors, and other volunteers. It is important that you are familiar with CAE and Summerfest and you are comfortable talking to a lot of different people. Volunteers should be comfortable being outside. Some volunteers will be seated at a table under a tent with limited walking; others will be walking around the festival. We need 4-6 volunteers for each shift on Saturday, July 19th and Sunday, July 20th.

Booth Relief: Duties include manning artists' booths so the artists can get something to eat and take a break. Volunteers should be comfortable being outside, but will mostly be seated at artists' booths. We need 6-10 volunteers for each lunch shift and 2-3 volunteers for other shifts on Saturday, July 19th and Sunday, July 20th.

Stage Assistant: Duties include helping performers get their equipment to the performance stage, assisting with set up, troubleshooting the sound system, and assisting the MC's with conveying information for announcements. Volunteers should be comfortable being outside, on your feet, lifting and carrying. Familiarity with sound equipment is a big plus. We need 2 volunteers for each shift on Saturday, July 19th and Sunday, July 20th.

Kid's Face Painting: Volunteers do not need prior experience to paint faces – just a positive attitude! Duties will include painting faces for the kids. Volunteers should be comfortable being outside and interacting with kids and parents. We need 4 volunteers for each shift on Saturday, July 19th and Sunday, July 20th.

Kid's Craft Table: Duties include assisting kids with structured art projects, overseeing unstructured art making, and keeping art supplies stocked and organized. Volunteers should be comfortable being outside and interacting with kids and parents. We need 2 volunteers for each shift on Saturday, July 19th and Sunday, July 20th.

Trash/Recycling: Duties include checking the trash and recycling bins, emptying as necessary, and replacing trash bags. Volunteers should be comfortable being outside, walking around, and lifting and carrying items. We need 2 volunteers for each shift on Saturday, July 19th and Sunday, July 20th.

Parking: Duties include directing people to the designated parking areas, identifying and reporting any parking issues, and directing people to the festival. Volunteers should be comfortable being outside and on your feet. We need 2 volunteers for each shift on Saturday, July 19th and Sunday, July 20th.

Clean Up: Duties include removing and collecting booth marking items, packing up the kid's craft area, info and hospitality booths, and stage area, picking up signs and banners, general cleaning and picking up trash at the festival site and returning all materials to CAE to put in storage. Volunteers should be comfortable being outside, walking around, and lifting and carrying items. We need 8-10 volunteers for each shift on Sunday, July 20th and Monday, July 21st.



Center for the Arts
Evergreen Cultivating Artistic Excellence

Summerfest Arts Festival – Volunteer Form

Fill out and mail to: Center for the Arts Evergreen - P.O. Box 2737 Evergreen, CO 80437

Name: _____

Address: _____ **Phone:** _____

E-Mail: _____

Special Needs: _____

T-Shirt Size: SM MED LG XL

Please check all categories and times that you are available for volunteering:

Set-Up

- Thursday, July 17, 3pm to 6pm
- Friday, July 18, 9am to 12 noon
- Friday, July 18, 12 noon to 3pm
- Friday, July 18, 3pm to 6pm

Artist Check-In

- Friday, July 18, 12pm to 3pm
- Friday, July 18, 3pm to 6pm
- Saturday, July 19, 6am to 10am

Visitor Hospitality

- Saturday, July 19, 8:30am to 11am
- Saturday, July 19, 11am to 1pm
- Saturday, July 19, 1pm to 3pm
- Saturday, July 19, 3pm to 5pm
- Sunday, July 20, 10am to 12pm
- Sunday, July 20, 12pm to 2pm
- Sunday, July 20, 2pm to 4:30pm

Booth Relief

- Saturday, July 19, 9am to 11am
- Saturday, July 19, 11am to 2pm
- Saturday, July 19, 2pm to 5pm
- Sunday, July 20, 10am to 12pm
- Sunday, July 20, 12pm to 2pm
- Sunday, July 20, 2pm to 4pm

Stage Assist

- Saturday, July 19, 9am to 1pm
- Saturday, July 19, 1pm to 5pm
- Sunday, July 20, 10am to 1pm
- Sunday, July 20, 1pm to 4pm

Kid's Face Painting

- Saturday, July 19, 8:30am to 11am
- Saturday, July 19, 11am to 1pm
- Saturday, July 19, 1pm to 3pm
- Saturday, July 19, 3pm to 5:30pm
- Sunday, July 20, 9:30am to 12pm
- Sunday, July 20, 12pm to 2pm
- Sunday, July 20, 2pm to 4:30pm

Kid's Craft Table

- Saturday, July 19, 8:30am to 11am
- Saturday, July 19, 11am to 1pm
- Saturday, July 19, 1pm to 3pm
- Saturday, July 19, 3pm to 5:30pm
- Sunday, July 20, 9:30am to 12pm
- Sunday, July 20, 12pm to 2pm
- Sunday, July 20, 2pm to 4:30pm

Trash/Recycling

- Saturday, July 19, 9am to 1pm
- Saturday, July 19, 1pm to 5:30pm
- Sunday, July 20, 10am to 1pm
- Sunday, July 20, 1pm to 4:30pm

Parking

- Saturday, July 19, 9am to 1pm
- Saturday, July 19, 1pm to 5pm
- Sunday, July 20, 10am to 1pm
- Sunday, July 20, 1pm to 4pm

Clean Up

- Sunday, July 20, 4pm to 8pm
- Monday, July 21, 10am to 1pm