



# Puppets Up! International Puppet Festival August 6&7, 2011

## Volunteer Application Form

www.puppetsup.ca

Thanks for your interest in volunteering with Puppets Up!  
Please complete and return this form to info@puppetsup.ca  
Applications close July 15, 2011.

This form can be filled out using Adobe Reader, saved and emailed.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Work or Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Emergency Contact # \_\_\_\_\_

All volunteers receive a souvenir T-shirt and one free ticket to a performance. T-shirt Size \_\_\_\_\_

We welcome students who need community hours: Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

### Volunteer Roles:

What sorts of jobs interest you? Please check off at least three areas, in order of priority, so that we can place you appropriately. (We will try, but can't promise, to give you choice#1).

For information about the functions and responsibilities of the roles, please see page 2, below.

Ticket Sales \_\_\_\_\_

Visitor Greeters \_\_\_\_\_

Performance Hosts \_\_\_\_\_

Craft Tent Assistants \_\_\_\_\_

Parade Crew \_\_\_\_\_

Technical Crews \_\_\_\_\_

Photographers & Assistants \_\_\_\_\_

Parking Assistants \_\_\_\_\_

Information Booth \_\_\_\_\_

Site Set-up & Crew (Friday August 6) \_\_\_\_\_

### Volunteer Shifts:

Volunteers are asked to commit to at least one shift (usually 4 hours), but many choose to do more. Please indicate your preference(s):

Saturday \_\_\_\_\_

Morning \_\_\_\_\_

Afternoon \_\_\_\_\_

Sunday \_\_\_\_\_

Morning \_\_\_\_\_

Afternoon \_\_\_\_\_

Friday Set-up Crew \_\_\_\_\_

Monday Tear-down Crew \_\_\_\_\_

## **Puppets Up! Volunteer Roles and Responsibilities:**

**Ticket Sales:** teams of two collect money and give out admission bracelets at the ticket booths at each end of Mill St. Each team has a veteran captain.

**Greeters:** distribute schedule information, answer initial questions and gather demographic information from visitors in line to buy tickets. (These volunteers might wear costumes!)

**Performance Hosts:** act as ushers, bracelet checkers and general cleaners within the performance venues

**Craft tent helpers:** work with children (mainly between 4 and 10 years old) to make simple sock, finger or paper puppets. Training is provided. This is a fun job!

**Photographers and assistants:** provide images, collect releases from subjects for the festival archives.

**Site Set-up Team:** on the Friday of festival week, this team sets up chairs, stages, benches in all performance venues, under the direction of the Site Coordinator. We also need some people to work Monday morning to tear down. (This is an excellent opportunity for students to amass volunteer hours!)

**Parade Team:** plans and organizes the daily parades. (This job takes approximately 1 1/2 hours each day) members of the parade team can also participate in the parades.

**Parking:** parking attendants are our first point of contact for visitors! They welcome guests, direct traffic within the designated parade parking area to ensure orderly and efficient use of space and direct visitors to the shuttle bus and ticket gates.

**Information booth:** volunteers welcome visitors, answer questions, provide directions to facilities. The information booth also doubles as the souvenir booth and volunteer registration desk for each shift.

**Technical Crews:** two person teams act as theatre managers for the weekend. Some knowledge of lighting and sound systems is necessary.

**Street Entertainment Stage Managers:** Teams are needed for three on-street stages to provide security, help set up equipment and manage the schedule of acts

**Volunteer Training:** At Puppets Up! every volunteer is considered to be an ambassador for the festival and for "Almonte the Friendly Town". Consequently, we expect volunteers to attend one information/training session, to be held in late July, to learn about their specific duties. They will also be given information about the festival site, the schedule of events, the performers and performances, guest services and other relevant information. You will be contacted in July about specifics of the training sessions.

**Our Commitment to Volunteers:** The Puppets Up! International Puppet Festival Board recognizes that the involvement of volunteers is critical to the success of the Festival. The board is committed to offering volunteers enjoyable working experiences, to providing a safe volunteer environment, and to recognizing the valued efforts of volunteers.

**We Respect Your Privacy:** All personal Information collected about volunteers will be kept confidential and will not be released to anyone outside of the organization for any reason. The volunteer data base will not be sold or shared with any other organization.