

FOR OFFICE USE ONLY

Scheduled time confirmed: _____

Date called: _____

Confirmed by staff initial: _____

T-shirt received: []

Added to/updated on mail list: []

Thank you letter mailed: []

North Charleston**ARTS FEST**

May 3-May 7, 2017

Volunteer Sign-Up Form

Page 1 of 2

The North Charleston Arts Fest is a very rewarding and exciting time of year that would not be possible without the help of our wonderful volunteers. We invite you to review the list of festival events on the following pages, then indicate the event(s)/task(s) and time frame(s) you plan to volunteer. Cultural Arts will evaluate scheduling and call you one week in advance to confirm your schedule. When you check in to volunteer for the first time, you will receive one Arts Fest T-shirt.

Name:		Email:		
Street:	Apt. #:	City:	State:	Zip:
Home Phone:		Cell Phone:		
T-shirt Size (<i>indicate preference</i>): Adult (S) (M) (L) (XL) (XXL) (XXXL)				

Indicate the event(s)/task(s) and time frame(s) you wish to volunteer for below.

Check-in on site with Cultural Arts staff each time you work to record and acknowledge your volunteer contribution.

Call (843) 740-5854 if you have questions or if your schedule changes.

✓	EVENT/TASK (✓ next to desired event/task)	DATE(S)	TIME FRAME (If multiple time frames listed, ✓ next to your desired time frame)			
	Promotional Material Distribution	April 3-28	Materials distributed at any time			
	Art/Photo/Youth Art Drop Off/Installation	Mon., May 1	11:30am-3:30pm	3:00pm-7:00pm	11:30am-7:00pm	
	Art/Photo/Youth Art Drop Off/Installation	Tue., May 2	11:30am-3:30pm	3:00pm-7:00pm	11:30am-7:00pm	
	Art/Photo/Youth Art Installation	Wed., May 3	8:45am-Noon			
	Art/Photo Exhibition Reception Prep	Wed., May 3	3:45pm-6:00pm			
	Youth Art Installation	Thu., May 4	8:45am-Noon			
	Artwork Monitor	Thu., May 4	9:45am-1:30pm	1:15pm-5:00pm		
	Arty Block Party	Thu., May 4	2:30pm-6:00pm	6:00pm-10:00pm	2:30pm-10:00pm	
	Artwork Monitor	Fri., May 5	9:45am-1:30pm	1:15pm-5:00pm		
	Youth Art Award Prep	Fri., May 5	3:45pm-6:00pm			
	Expo Art/Craft Vendor Check In	Sat., May 6	8:30am-11:00am			
	Expo Information Booth	Sat., May 6	10:30am-2:00pm	1:30pm-5:00pm		
	Expo Artwork Monitor	Sat., May 6	9:30am-1:30pm	1:00pm-5:00pm		
	Expo Palmetto Hands Fine Craft Monitor	Sat., May 6	9:30am-1:30pm	1:00pm-5:00pm		
	Expo Box City/Creation Stations	Sat., May 6	10:30am-2:00pm	1:30pm-5:00pm		
	Expo Art/Craft Vendor Check In	Sun., May 7	9:15am-11:00am			
	Expo Information Booth	Sun., May 7	10:30am-2:00pm	1:30pm-5:00pm		
	Expo Artwork Monitor	Sun., May 7	9:30am-1:30pm	1:00pm-5:00pm		
	Expo Palmetto Hands Fine Craft Monitor	Sun., May 7	9:30am-1:30pm	1:00pm-5:00pm		
	Expo Box City/Creation Stations	Sun., May 7	10:30am-2:00pm	1:30pm-5:00pm		
	Expo Youth Art Awards Distribution/Pick Up/Dismantle	Sun., May 7	3:00pm-6:30pm			
	Art/Photo Pick Up/Dismantle	Mon., May 8	11:30am-3:30pm	3:00pm-7:00pm	11:30am-7:00pm	

CONTINUED ON REVERSE**MAIL, HAND DELIVER, FAX, OR EMAIL PAGE 1 & 2 ONLY TO:**

Mail: City of North Charleston
Cultural Arts Department
PO Box 190016
North Charleston, SC 29419-9016

In Person: North Charleston City Hall
Cultural Arts Department, 2nd Floor
2500 City Hall Lane
North Charleston, SC 29406

Phone: 843-740-5854
Fax: 843-529-2291
Email: scanned copy sent to
tbowers@northcharleston.org

North Charleston

ARTS FEST

May 3-May 7, 2017

Volunteer Sign-Up Form

Page 2 of 2

Indicate the event(s)/task(s) and time frame(s) you wish to volunteer for below.
 Check-in on site with Cultural Arts staff each time you work to record and acknowledge your volunteer contribution.
 Call (843) 740-5854 if you have questions or if your schedule changes.

✓	EVENT/TASK (✓ next to desired event/task)	DATE(S)	TIME FRAME (If multiple time frames listed, ✓ next to your desired time frame)				
Fletcher Williams Art Exhibition Monitors Historic Reynolds Avenue Fire Station 2006 Reynolds Avenue North Charleston, SC 29405 Assist staff with monitoring the safety and security of the Fletcher Williams Art Exhibition on public display; Serve as greeters and provide information. Open 11am-4pm, Tuesday, Thursday-Saturday Open 11am-7pm on Wednesday (closed Sunday & Monday)	Apr 29-Jun 3		Sat. 4/29 10:30-1:30p		Fri. 5/12 10:30-1:30p		Thu. 5/25 10:30-1:30p
			Sat. 4/29 1-4p		Fri. 5/12 1-4p		Thu. 5/25 1-4p
			Tue. 5/2 10:30-1:30p		Sat. 5/13 10:30-1:30p		Fri. 5/26 10:30-1:30p
			Tue. 5/2 1-4p		Sat. 5/13 1-4p		Fri. 5/26 1-4p
			Wed. 5/3 10:30a-2p		Tue. 5/16 10:30-1:30p		Sat. 5/27 10:30-1:30p
			Wed. 5/3 1:30-5p		Tue. 5/16 1-4p		Sat. 5/27 1-4p
			Thu. 5/4 10:30-1:30p		Wed. 5/17 10:30a-2p		Tue. 5/30 10:30-1:30p
			Thu. 5/4 1-4p		Wed. 5/17 1:30-5p		Tue. 5/30 1-4p
			Fri. 5/5 10:30-1:30p		Thu. 5/18 10:30-1:30p		Wed. 5/31 10:30a-2p
			Fri. 5/5 1-4p		Thu. 5/18 1-4p		Wed. 5/31 1:30-5p
			Sat. 5/6 10:30-1:30p		Fri. 5/19 10:30-1:30p		Thu. 6/1 10:30-1:30p
			Sat. 5/6 1-4p		Fri. 5/19 1-4p		Thu. 6/1 1-4p
			Tue. 5/9 10:30-1:30p		Sat. 5/20 10:30-1:30p		Fri. 6/2 10:30-1:30p
			Tue. 5/9 1-4p		Sat. 5/20 1-4p		Fri. 6/2 1-4p
			Wed. 5/10 10:30a-2p		Tue. 5/23 10:30-1:30p		Sat. 6/3 10:30-1:30p
			Wed. 5/10 1:30-5p		Tue. 5/23 1-4p		Sat. 6/3 1-4p
			Thu. 5/11 10:30-1:30p		Wed. 5/24 10:30a-2p		
			Thu. 5/11 1-4p		Wed. 5/24 1:30-5p		

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 Cultural Arts Department
 PO Box 190016
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 Cultural Arts Department, 2nd Floor
 2500 City Hall Lane
 North Charleston, SC 29406

Phone: 843-740-5854
 Fax: 843-529-2291
 Email: scanned copy sent to
tbowers@northcharleston.org

Visit NorthCharlestonArtsFest.com for a complete listing of all 2017 Arts Festival events.

North Charleston Arts Fest Events

Review the events below and indicate your selections and time frames on the Volunteer Sign-Up Form.
Arts Fest events not listed have sufficient staff/sponsorship coverage. Training provided on site.
Keep and use these following pages, with your own notes on what you signed up for, for future reference.
Call (843)740-5854 if you have questions or if your schedule changes.

APRIL 3-28

Festival Promotion Material Distribution

North Charleston City Hall, Cultural Arts Department, 2nd Floor, 2500 City Hall Lane, North Charleston, SC 29406
Tasks: Volunteers are welcome to pick up Arts Fest promotion materials (booklets/posters/postcards) for public distribution.
Pick up materials Mon.-Fri., 8:30am-5:00pm. No appointment needed.

APRIL 29-JUNE 3

Fletcher Williams Art Exhibition Monitors (2+ volunteers needed per day)

Historic Reynolds Avenue Fire Station, 2006 Reynolds Avenue, North Charleston, SC 29405
Tasks: Assist staff with monitoring the safety and security of the Fletcher Williams Art Exhibition on public display; serve as greeters and provide information.
Sat. April 29 - Sat., June 3. Open 11am-4pm, Tue. and Thu.-Sat., 11am-7pm on Wed. (closed Sun. & Mon.).
Training: 10:30am-11:00am, Event 11:00am-4:00pm (7:00pm on Wednesdays)

MONDAY, MAY 1

Artwork Drop-Off & Installation (4+ volunteers needed)

Charleston Area Convention Center (International Blvd. side), 5001 Coliseum Drive, North Charleston, SC 29418
Tasks: Assist staff with receipt of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; assist with hanging entries starting at 3:00pm; prep Youth Art participation ribbon packets.
Training 11:30-12:00pm, Event 12:00-7:00pm

TUESDAY, MAY 2

Artwork Drop-Off & Installation (4+ volunteers needed)

Charleston Area Convention Center (International Blvd. side), 5001 Coliseum Drive, North Charleston, SC 29418
Tasks: Assist staff with receipt and hanging of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; prep Youth Art participation ribbon packets.
Training 11:30-12:00pm, Event 12:00-7:00pm

WEDNESDAY, MAY 3

Artwork Installation (4+ volunteers needed)

Charleston Area Convention Center (International Blvd. side), 5001 Coliseum Drive, North Charleston, SC 29418
Tasks: Assist staff with installation of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; prep Youth Art participation ribbon packets.
Training 8:45-9:00am, Event 9:00am-Noon

Art Exhibition Reception Prep (2+ volunteers needed)

Charleston Area Convention Center (International Blvd. side), 5001 Coliseum Drive, North Charleston, SC 29418
Tasks: Assist staff with verification of judging results for Fine Art, Photography, and Palmetto Hands exhibitions and attach ribbons to artwork.
Training 3:45-4:00pm, Event 4:00-6:00pm

THURSDAY, MAY 4

Youth Artwork Installation (6+ volunteers needed)

Charleston Area Convention Center (International Blvd. side), 5001 Coliseum Drive, North Charleston, SC 29418
Tasks: Assist staff with installation of entries for Youth Art exhibition; prep Youth Art participation ribbon packets.
Training 8:45-9:00am, Event 9:00am-Noon

Artwork Monitors (3+ volunteers needed)

Exhibit Hall A & Convention Center Common Areas, 5001 Coliseum Drive, North Charleston, SC 29418
Tasks: Assist staff with monitoring the safety and security of the Fine Art, Photography, and Palmetto Hands exhibits on public display; serve as greeters; provide information; direct sales to staff.
Training 9:45-10:00am, Event 10:00am-5:00pm

Arty Block Party (2+ volunteers needed)

Olde Village of North Charleston – Olde Village Community Building, 4820 Jenkins Avenue, North Charleston, SC 29405
Tasks: Assist staff with set-up; serve as greeters and general helpers; distribute festival booklets and provide information; assist with pack up/clean up.
Set-up 2:30-5:00pm, Event 5:00-9:00pm

FRIDAY, MAY 5

Artwork Monitors (3+ volunteers needed)

Exhibit Hall A & Convention Center Common Areas, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with monitoring the safety and security of the Fine Art, Photography, and Palmetto Hands exhibits on public display; serve as greeters; provide information; direct sales to staff.

Training 9:45-10:00am, Event 10:00am-5:00pm

Youth Art Award Prep (2+ volunteers needed)

Charleston Area Convention Center (International Blvd. side), 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with verification of Youth Art competition judging results and attach ribbons to artwork.

Training 3:45-4:00pm, Event 4:00-6:00pm

SATURDAY, MAY 6

Arts Fest Expo

Chas. Area Convention Ctr. Complex, 5001 Coliseum Dr., North Chas., SC 29418.

Check-in at the North Charleston City Gallery Desk.

Expo Art and Craft Vendors (4+ volunteers needed)

Tasks: Assist Art and Craft coordinators with check-in; help vendors locate vendor space(s); ensure safety and security; provide information; report to coordinator any non-compliance of Art and Craft vendor guidelines.

Training 8:00-8:30am, Event 8:30am-11:00am

Expo Information Booths (6+ volunteers needed)

Tasks: Serve as greeters; distribute festival booklets and provide information; conduct patron surveys; assist with merchandise sales.

Training 10:30-11:00am, Event 11:00am-5:00pm

Expo Art, Photo, Youth Art Exhibit Monitors (6+ volunteers)

Tasks: Assist staff with monitoring the safety and security of Fine Art, Photography, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Training 9:30-10:00am, Event 10:00am-5:00pm

Expo Palmetto Hands Fine Craft Exhibit Monitors (4+ volunteers needed at all times)

Tasks: Assist staff with monitoring the safety and security of Palmetto Hands artwork on public display; serve as greeters; provide information; direct sales to staff.

Training 9:30-10:00am, Event 10:00am-5:00pm

Expo Box City & Creation Stations (8+ volunteers needed)

Tasks: Assist staff/artists with guiding children through hands-on city planning and creative art projects; keep area tidy and replenish supplies as needed.

Training 10:30-11:00am, Event 11:00am-5:00pm

SUNDAY, MAY 7

Arts Fest Expo

Chas. Area Convention Ctr. Complex, 5001 Coliseum Dr., North Chas., SC 29418

Check-in at the North Charleston City Gallery Desk.

Expo Art and Craft Vendors (2+ volunteers needed)

Tasks: Assist Art and Craft coordinators with check-in; ensure safety and security; provide information; report any non-compliance of Art and Craft vendor guidelines.

Training 9:15-9:30am, Event 9:30-11:00am

Expo Information Booths (6+ volunteers needed)

Tasks: Serve as greeters; distribute festival booklets and provide information; conduct patron surveys; assist with merchandise sales; assist with break down/clean up.

Training 10:30-11:00am, Event 11:00am-5:00pm

Expo Art, Photo, Youth Art Exhibits Monitors (6+ volunteers)

Tasks: Assist staff with monitoring the safety and security of Fine Art, Photography, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Training 9:30-10:00am, Event 10:00am-5:00pm

Expo Palmetto Hands Fine Craft Exhibit Monitors (4+ volunteers needed)

Tasks: Assist staff with monitoring the safety and security of Palmetto Hands artwork on public display; serve as greeters; provide information; direct sales to staff.

Training 9:30-10:00am, Event 10:00am-5:00pm

Expo Box City & Creation Stations (8+ volunteers needed)

Tasks: Assist staff/artists with guiding children through hands-on city planning and creative art projects; keep area tidy and replenish supplies as needed; assist with break down/clean up.

Training 10:30-11:00am, Event 11:00am-5:00pm

Expo Youth Art Awards Distribution, Pick Up, and Dismantle (6+ volunteers needed)

Tasks: Assist staff with award packet preparation/distribution and the removal/pick-up of art entries in Exhibit Hall B; assist with dismantle and transport of screens to storage.

Training 3:00-3:30pm, Event 3:30-6:30pm

MONDAY, MAY 8

Artwork Pick Up/Dismantle (6+ volunteers needed)

Exhibit Hall A & Convention Center Common Areas, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with pick up and safety and security of entries in the Fine Art, Photography, and Palmetto Hands exhibits; assist with dismantle and transport of screens and other items to storage.

Training 11:30-12:00pm, Event 12:00-7:00pm

Thank you in advance for your valuable support of the 2017 North Charleston Arts Fest!