



VOLUNTEER OPPORTUNITIES

The North Charleston Arts Fest is a very rewarding and exciting time of year. The magnitude of this program requires enormous support from the community and the Cultural Arts Department is truly grateful for the many wonderful volunteers that help to make the festival a success.

Thank you for your willingness to dedicate your time and energy to this annual event!

Volunteer Sign-Up Details:

Volunteer opportunities are listed in sections by type of activity/task on **Page 1** of this packet. Please indicate, with a ✓, the event(s)/task(s) and time frame(s) you wish to volunteer for. Submit only **Page 1** to Cultural Arts in order to be added to the volunteer schedule.

Refer to pages 2-3 for complete details on each event/task.

Volunteers will be added to the schedule in the order that sign-up forms are received. Keep in mind that we are looking for a specific number of volunteers for each event/task. If the volunteer need for an event/task has been met at the time that your form is received, you may be asked to consider an alternative event/task where there is still a need for volunteers.

Volunteers age 15 or younger must be accompanied by an adult.

Volunteer Sign-up Forms are due NO LATER than 5:00pm on Monday, April 19, 2021.
No day-of or walk-up volunteers at any Arts Fest event will be accepted.

Cultural Arts staff will evaluate the volunteer schedule following the sign-up deadline. Volunteers will be contacted between Wednesday, April 21, and Friday, April 23, to confirm commitments and relay check-in information. Each volunteer will receive one Arts Fest T-shirt at their initial check-in.

MAIL, HAND DELIVER, FAX, OR EMAIL PAGE 1 ONLY BY MONDAY, APRIL 19:

Mail:
City of North Charleston
Cultural Arts Department
PO Box 190016
N. Charleston, SC 29419

In Person:
North Charleston City Hall
Cultural Arts Dept., 2nd Fl.
2500 City Hall Lane
N. Charleston, SC 29406

Fax: 843-529-2291

Email:
tbowers@northcharleston.org

Thank you for supporting the **2021 North Charleston Arts Fest!**

Cultural Arts 843-740-5854 • NorthCharlestonArtsFest.com

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
April 28-May 2, 2021

VOLUNTEER SIGN-UP FORM
Page 1

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

Mark a ✓ next to desired event(s)/task(s). If multiple timeframes listed, ✓ next to desired time frame. Refer to pages 2-4 for specific details about each event//task listed.

ART HANDLING/EXHIBITION INSTALLATION & STRIKE

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Art/Photo/Palmetto Hands/Youth Art Drop-Off & Install Prep	Mon., Apr 26	11:30am-3pm		3pm-7pm
	Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation	Tue., Apr 27	11:30am-3pm		3pm-7pm
	Youth Art Installation	Wed., Apr 28	8:45am-Noon		
	Art/Photo/Palmetto Hands Award Verification Assistant	Wed., Apr 28	11:30a-3p		
	Youth Art Award Verification Assistant	Wed., Apr 28	12:45pm-4:00pm		
	Art/Photo/Palmetto Hands/ Youth Art Pick-Up & Strike	Mon., May 3	11:30am-3pm		3pm-7pm

EXHIBITION MONITORING

✓	EVENT/TASK	DATE(S)	TIME FRAME		
	Artwork Monitor	Thu., Apr 29	9:45am-1:45pm		1:30pm-6pm
	Artwork Monitor	Fri., Apr 30	9:45am-1:45pm		1:30pm-6pm
	Artwork Monitor	Sat., May 1	9:45am-1:45pm		1:30pm-6pm

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VOLUNTEER OPPORTUNITY DETAILS

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Review the following volunteer opportunity details and indicate your selection(s) and timeframe(s) on the Volunteer Sign-Up Form on **Page 1**. Arts Fest events not listed have sufficient City staff coverage.

Keep these pages, making note of your selections, for future reference. Training is provided on site. Call (843)740-5854 with questions or if your availability changes after your form has been submitted.

MONDAY, APRIL 26

Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation Prep

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with receipt and organization of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; assist with setting up display pedestals and screens.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm

TUESDAY, APRIL 27

Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with receipt, organization, and installation of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; prep t-shirts for competition winners & sales and prepare Youth Art participation ribbon packets.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm

WEDNESDAY, APRIL 28

Youth Art Installation

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with completing the installation of entries for Youth Art and High School Sculpture before judges arrive.

Timeframe: 8:45am-Noon

Youth Art Award Verification Assistant

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff and youth art judges with review of entries, recording results, and placing ribbons.

Timeframe: 12:45pm-4:00pm

Art/Photo/Palmetto Hands Award Verification Assistant

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff and Art/Photo/Palmetto Hands judges with review of entries, recording results, and placing ribbons.

Timeframe: 11:30am-3:00pm

THURSDAY, APRIL 29

Artwork Monitor

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

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

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm

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FRIDAY, APR 30

Artwork Monitor

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

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

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm

SATURDAY, MAY 1

Artwork Monitor

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

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

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm

MONDAY, MAY 3

Artwork Pick-Up/Exhibit Strike

Location: Charleston Area Convention Center, Exhibit Hall A, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with return of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibits; assist with dismantle of display screens and other items to storage.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm

Thank you in advance for your valuable support of the 2021 North Charleston Arts Fest!