

**20<sup>th</sup> Anniversary Redwood Coast Jazz Festival**

March 25, 26, 27 & 28, 2010

**VOLUNTEER RECRUITMENT FORM**

**Shifts will be filled on a "first-come, first-serve" basis.**

***Return your completed form as soon as possible***

***to help your chances of getting the positions you are interested in.***

**Volunteers Still Needed!**

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State & Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ CELL Phone: \_\_\_\_\_

**Many of the contacts are made by phone during evening and weekend hours. If you give us a work phone number only, we may not be able to reach you unless you have voice mail.**

If you want to volunteer in groups of two or three for the same shifts, you must return this form to us as soon as possible. **Assignments are made on a first come, first serve basis.** We will do our best to accommodate you.

I want to work with: 1) \_\_\_\_\_ 2) \_\_\_\_\_

If you have special needs, do we need to accommodate you in some way as a volunteer?

Please explain: \_\_\_\_\_  
\_\_\_\_\_

**Volunteer Job:** We have several volunteer jobs available. I am interested in working:

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Ticket Sales</b> (cashier experience helpful)      | <input type="checkbox"/> <b>Door/Greeter</b>            |
| <input type="checkbox"/> <b>Merchandise Sales</b> (cashier experience helpful) | <input type="checkbox"/> <b>Venue Helper/Main Floor</b> |

**I am interested in becoming a Site Manager**

**How many different shifts would you like to work?**  1 shift  2 shifts  3 shifts

**How many total hours would you like to work?** \_\_\_\_\_

**What would be your choice of free pass (if eligible)?**  Friday  Sunday  Discount 3-Day (\$55)

Many of our sponsors will be recruiting part or all of their own needed volunteers.  
This will result in choices of shifts being limited.

**Shifts will be filled on a first-come first-served basis.**

**Be sure to complete shift request form on reverse**

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## SHIFT REQUEST FORM

Please **indicate your top four choices** for the shifts you would like to work by order of preference: **1** is the first choice, **2** is the second choice, etc.

**Back-to-back shifts are not encouraged.** Seven to eight hours of straight volunteer work can be difficult. Breaks cannot always be given when requested. **NOTE: The venues doors open ½ hour prior to performance.**

<b><u>Wednesday, Mar 24</u></b>	<u>8:00am-5:00pm</u>	<b><u>Thursday, Mar 25</u></b>	<u>8:00am-5:00pm</u>
Stage and Venue Set Up		Stage and Venue Set Up	

<b><u>Friday, Mar 26</u></b>	<u>2:00pm-6:00pm</u>	<u>6:00pm-9:00pm</u>	<u>9:00pm-Midnight</u>
Adorni			
Red Lion Hotel			
Eureka Theater			
Municipal Auditorium	<u>3:30pm-6:00pm</u>	<u>6:00pm-9:00pm</u>	<u>9:00pm-Midnight</u>

<b><u>Saturday, Mar 27</u></b>	<u>9:00am-12:00pm</u>	<u>12:00pm-3:00pm</u>	<u>3:00pm-6:00pm</u>	<u>6:00pm-9:00pm</u>	<u>9:00pm-11:30pm</u>
Red Lion Hotel					
Eureka Theater					
Adorni	<u>8:30am-12:00pm</u>	<u>12:00pm-3:00pm</u>	<u>3:00pm-6:00pm</u>	<u>6:00pm-9:00pm</u>	<u>9:00pm-1:00am</u>
Municipal Auditorium	<u>8:30am-12:30pm</u>	<u>12:30 pm-4:30pm</u>	<u>CLOSED</u>	<u>5:00pm-8:00pm</u>	<u>8:00pm-11:00pm</u>

<b><u>Sunday, Mar 28</u></b>	<u>9:30am-12:00pm</u>	<u>12:00pm-3:00pm</u>
Red Lion Hotel		
Eureka Theater		
		(PARTY SET-UP)
Adorni	<u>8:00am-12:00pm</u>	<u>12:00pm-4:00pm</u>
Municipal Auditorium	<u>9:30am-1:00pm</u>	<u>1:00pm-5:00pm</u>

<b><u>Monday, Mar 29</u></b>	<u>8:00am-5:00pm</u>
Stage & Venue Tear Down	

COMMENTS: \_\_\_\_\_