



# Volunteer Application

Volunteers will receive a snack and designated parking.

You will be notified by mail of your shift and assignment the week of October 30.

140 7th Avenue South, St. Petersburg  
 Saturday, November 11, 2017 • 10 a.m. – 4 p.m.  
 www.festivalofreading.com

## 1. Applicant Information (please print)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Evening Phone ( \_\_\_\_\_ ) \_\_\_\_\_

## 2. Applicant Background / Experience (Check any that apply)

USF Student:  Yes  No Student Mailbox Location \_\_\_\_\_

Times Employee:  Yes  No Department/Mail Location \_\_\_\_\_

First time Festival Volunteer  Yes  No Veteran Festival Volunteer: # of Years \_\_\_\_\_

Areas Worked: \_\_\_\_\_

Other Volunteer Experience : Please list event and volunteer role(s)  
 \_\_\_\_\_  
 \_\_\_\_\_

## 3. Volunteer Job Descriptions\*

**Set-Up Breakdown:** Assist with the set-up and breakdown of meeting rooms and outside areas, especially in the book markets. Includes moving tables and chairs and hanging signage in the book market.

**Festival Captain:** Festival Captains have previously volunteered at the festival and serve as area supervisors for book talk and key festival areas. Use radio to communicate with Times staffers as needed.

**Book Talk Volunteer:** Maintain author lecture and workshop venues; control traffic and monitor lines at the talk sites; assist with seating; keep those in seating areas consolidated to make room for other attendees; monitor doors during talks. Assist with book signing areas.

**Volunteer Registration:** Assist with checking-in volunteers throughout the day.

**Info Tent Volunteer:** Volunteers will be available in information tents throughout the festival grounds to hand out festival information and answer questions regarding directions, food and beverage, author schedule, etc.

**Festival Volunteer:** Festival Volunteers will be placed where needed most.

\*These are general descriptions of various duties and may be amended closer to the event. MEVT2637

4. **T-Shirt Size:**  Small  Medium  Large  XLarge  XXLarge  XXXLarge

**Job Assignments**

5. Job and shift requests will be accommodated on a first-come, first-serve basis. Please choose at least three jobs by their title (see descriptions) and indicate your preferred time slot with a 1st, 2nd or 3rd choice. Please note that Volunteer Registration jobs may begin as early as 7 a.m. and that all other time slots are approximate. Specific assignments will be sent to you the week of October 30.

**Please check your 1st, 2nd and 3rd choice preference for job and shift assignment:**

<b>Job Preference</b>	<b>1st Choice</b>	<b>2nd Choice</b>	<b>3rd Choice</b>
Volunteer Registration	_____	_____	_____
Festival Captain	_____	_____	_____
Book Talk Volunteer	_____	_____	_____
Info Tent Volunteer	_____	_____	_____
Festival Volunteer	_____	_____	_____

<b>Shift Preference</b>	<b>1st Choice</b>	<b>2nd Choice</b>	<b>3rd Choice</b>
<b>Morning</b> (approx. 9 a.m. - noon)	_____	_____	_____
<b>Mid-Day</b> (approx. 11 a.m. - 2 p.m.)	_____	_____	_____
<b>Afternoon</b> (approx. 1 - 4:30 p.m.)	_____	_____	_____

**6. Set Up/Tear Down**

I am willing to assist with set up or tear down during the following time slots and understand that shifts are approximately 3 hours. Please indicate your preferred time slot(s).

Friday p.m.  Yes  No      Saturday a.m.  Yes  No      Saturday p.m.  Yes  No  
 (Approximately 4 - 7 p.m.)      (Approximately 7 - 9 a.m.)      (Approximately 4 - 6 p.m.)

7. **Have you ever been arrested?**  Yes  No

**If yes, please give details:**

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8. By signing below, I hereby voluntarily release and discharge the Tampa Bay Times, Willyoung Management Group, Festival of Reading sponsors and exhibitors and their agents, representatives and affiliates from any property damage or personal injury arising in connection with my participation in The Festival of Reading. I also hereby confirm, represent and warrant that I have never been convicted of a violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape or sexual offense, nor have I ever been ordered by a court to receive psychiatric or psychological treatment in connection herewith. I also approve the use of my picture taken before, during, or after the event for promotional use without further compensation.

**(Note: Volunteers must be 18 years of age or older)**

Please return completed registration form no later than October 23 and mail to the address below:

**Lara Shelton | Events, P.O. Box 1121, St. Petersburg, FL 33731**

Cell phone: (727) 421-4141 • Fax: (727) 893-8200 (no need for cover sheet)

Completed forms can also be emailed to: **timesfestivalofreading@gmail.com**