



# Volunteer Application

**140 7th Avenue South, St. Petersburg**  
**Saturday, November 17, 2018 • 10 a.m. – 5 p.m.**  
**www.festivalofreading.com**

Volunteers will receive a snack and designated parking.

You will be notified by mail of your shift and assignment the week of November 5.

## 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 Employee:  YES  NO Veteran Festival Volunteer – # of years: \_\_\_\_\_

Areas worked previously: \_\_\_\_\_

Other volunteer experience (please list event and roles): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 3. Volunteer Job Descriptions\*

**Set-up and 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 and monitor doors during talks. Also 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.



# Volunteer Application

4. T-Shirt Size:  Small  Medium  Large  XL  XXL  XXXL

## 5. Job Assignments

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 November 5.

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

Job Preference	1st Choice	2nd Choice	3rd Choice
Volunteer Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Festival Captain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book Talk Volunteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Info Tent Volunteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Festival Volunteer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shift Preference	1st Choice	2nd Choice	3rd Choice
Morning (approx. 9 a.m. - noon)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mid-Day (approx. 11 a.m. - 2 p.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon (approx. 1 - 5:30 p.m.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 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. (approx. 4 - 7 p.m.)	Saturday a.m. (approx. 7 - 9 a.m.)	Saturday p.m. (approx. 4 - 6 p.m.)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

7. Have you ever been arrested? Yes  No

If yes, please give details: \_\_\_\_\_

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.

**Volunteers must be 18 or older.** Please return completed registration form no later than October 29 and mail to:

**Times Festival of Reading | Events, 4th Floor, 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](mailto:timesfestivalofreading@gmail.com)