

NINETEENTH ANNUAL **St. Petersburg Times**
FESTIVAL of READING
UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

Volunteer Application

140 7th Avenue South, St. Petersburg
Saturday, October 22, 2011 • 10 a.m. – 4 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 October 10.

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 helping to unload boxes of books in the book market area for book vendors.

Festival Captain:

Festival Captains have previously volunteered at the festival and serve as area supervisors for book talk and key festival areas. Greet the volunteers assigned to your site, give a brief orientation and assign them to an area; keep author sites from overcrowding; assist authors and/or Book Talk Volunteers with any request/needs. 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 author book signings.

Volunteer Registration:

Assist with checking-in volunteers throughout the day.

Info Tent Volunteer:

Volunteers will move about the festival grounds wearing special identification that will encourage festival goers to approach for assistance, directions etc. Roving Marshals will carry information to distribute and assist the public in navigating the festival site.

Festival Volunteer:

Festival Volunteers will be placed where needed most.

4. **T-Shirt Size:** Small Medium Large XLarge XXLLarge 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 10.

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

Job Preference	1st Choice	2nd Choice	3rd Choice
Festival/Volunteer Check-In	_____	_____	_____
Festival Captain	_____	_____	_____
Book Talk Volunteer	_____	_____	_____
Info Tent Volunteer	_____	_____	_____
Festival Volunteer	_____	_____	_____

Shift Preference	1st Choice	2nd Choice	3rd Choice
Morning (approx. 9 a.m. - noon)	_____	_____	_____
Mid-Day (approx. 11 a.m. - 2 p.m.)	_____	_____	_____
Afternoon (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 - 7 p.m.)

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

If yes, please give details:

8. By signing below, I hereby voluntarily release and discharge the St. Petersburg 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.

Signature: _____ Date: _____

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

Please return completed Registration Form no later than **September 26** and mail to the address below. Forms will not be processed after that date.

Allison Stokes, Festival of Reading
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 email: allisonstokes@verizon.net