Elkhart Jazz Festival Volunteer Application
June 22nd – 24th, 2018

If you are interested in becoming a 2018 Elkhart Jazz Festival volunteer, please fill out the volunteer application and **submit the completed application by June 7th** via email to therese@thelerner.com
or drop off or mail to: Therese Geise at The Lerner - 410 S Main Street - Elkhart, IN 46516

This application serves as your registration and must be received in order to attend orientation.
All participants must attend at least one orientation in order to participate (includes past Festival years).

Volunteer Information

First Name _____ Last Name _____ T-Shirt Size _____

Address _____ City _____ State _____ ZIP _____

Mobile Number _____ Phone Number _____

Email Address (Preferred for communication purposes) _____

REQUIRED: Emergency Contact _____ Emergency Phone _____

Volunteer Opportunities (check areas of interest; assignment not guaranteed)

Venue Ambassador - Ambassadors manage all venue volunteer activities and communicate to the Volunteer Chair when volunteers have been posted during shift changes, radio and counter assignment and venue needs.

Venue Greeter - Greet festival attendees, confirm access with correct festival pass, and use a counter to keep track of the number of festival attendees entering the venue. Crowd capacity must be ensured to NOT exceed venue limitations.

Volunteer Hospitality Host(ess) - The host/hostess will check in all volunteers 30 minutes before their shift time begins, provide them with a name badge, remind them of their shift responsibilities, and tally their sheets.

Artist Hospitality - Greet Jazz Festival artists and ensure only artists, caterers and authorized festival personnel have access to the space.

Merchandise - Assist with T-shirt and poster sales. May assist with stocking inventory and customer purchases.

Courtesy Cart Driver - Will drive a golf cart and offer rides to EJF attendees to different venues. Valid License and Proof of Insurance required.

Other Miscellaneous Volunteer Opportunities - To be determined closer to festival date.

Orientation

6-8 pm Wednesday, June 13   I have already attended an Orientation

Check here if this is your first time volunteering and you cannot attend this orientation time

(If you have already attended an orientation, you must sign an agreement stating your full understanding of expectations)

Notes _____

_____

_____

(Please note any restrictions, limitations, or other information.)

* Assignments are subject to qualifications and times are subject to change. *

Volunteer Name _____

Please check your availability below.

All volunteers may select their availability for Jazz Festival shifts.

* Only active Lerner volunteers may select Lerner and Crystal Ballroom event shifts. *

Jazz Festival Times Available

Thursday	Friday	Saturday	Sunday
11:00 am - 2:00 pm	11:00 am - 3:00 pm	9:00 am - 1:00 pm	9:00 am - 12:00 pm
2:00 pm - 5:00 pm	4:30 pm - 8:30 pm	1:00 pm - 5:00 pm	12:00 pm - 4:00 pm
5:00 pm - 8:00 pm	7:30 pm - 11:30 pm	5:00 pm - 9:00 pm	Flexible with prolonged hours
6:00 pm - 9:00 pm	Available Late	8:00 pm - Midnight	
	Flexible with prolonged hours	Available Late	
		Flexible with prolonged hours	

Check here if you are unable to commit to the shift requirement but would still like to volunteer in other areas.

Check here if you are also interested in volunteering at The Lerner Theatre throughout the year.

Jazz Festival Times for Lerner and Crystal Ballroom Events

Thursday	Friday	Saturday	Sunday
6:30 pm - 9:30 pm	4:30 pm - 8:30 pm	9:00 am - 1:00 pm	8:30 am - 12:00 pm
	*7:00 pm - 11:30 pm	1:00 pm - 4:30 pm	12:00 pm - 3:30 pm
	8:00 pm - Midnight	*6:00 pm - 10:30 pm	Flexible with prolonged hours
	Available Late	8:30 pm - Midnight	
	Flexible with prolonged hours	Available Late	
		Flexible with prolonged hours	

Check here if you are unable to commit to the shift requirement but would still like to volunteer in other areas.

* Headliner Show

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