

# 32<sup>nd</sup> Elkhart Jazz Festival Volunteer Application

June 21<sup>st</sup> – 23<sup>rd</sup>, 2019



**Three Days! Seven Stages! 100 Hours of Music!**

If you are interested in becoming a 2019 Elkhart Jazz Festival volunteer, please fill out this application and submit by June 3, 2019 via email to [tgeise@bradleyco.com](mailto:tgeise@bradleyco.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).

**Please Print Clearly**

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_ T-SHIRT SIZE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MOBILE NUMBER \_\_\_\_\_ HOME PHONE \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**(PREFERRED FOR COMMUNICATION PURPOSES)**

EMERGENCY CONTACT \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

**VOLUNTEER OPPORTUNITIES** (check areas of interest; assignments 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 enter 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 EJJ attendees to different venues. Valid License and Proof of Insurance required.

**REQUIRED ORIENTATION: Thursday, June 13, 2019 from 6:00 PM to 8:00 PM at the Lerner Theatre.**

Please note any restrictions, limitations, or other important information about yourself:

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



VOLUNTEER NAME:

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(Please print clearly)

Please check your availability below. All volunteers may select their availability for Jazz Festival shifts.

Thursday, June 20, 2019

\_\_\_ Morning

\_\_\_ Afternoon

\_\_\_ Evening

Friday, June 21, 2019

\_\_\_ Morning

\_\_\_ Afternoon

\_\_\_ Evening

\_\_\_ Late Evening

Saturday, June 22, 2019

\_\_\_ Morning

\_\_\_ Afternoon

\_\_\_ Evening

\_\_\_ Late Evening

Sunday, June 23, 2019

\_\_\_ Morning

\_\_\_ Afternoon

**EXACT TIMES OF SHIFTS WILL BE LATER DETERMINED AFTER**

**THE JAZZ FESTIVAL SCHEDULE HAS BEEN ISSUED.**

**VOLUNTEERS WILL BE NOTIFIED VIA EMAIL OF THE EXACT HOURS OF SHIFTS.**

**NOTE:** Active Lerner Volunteers, for the headliner shows to be held in the Theatre, you will be receiving the regular "REQUEST . LERNER VOLUNTEERS" email I send you for you to "reply". Headliner shows will require the Lerner Volunteer black and white attire.

Thank you,

Therese Geise

Lerner Volunteer Coordinator

Elkhart Jazz Festival Volunteer Chair