

APPLICATION FOR FESTIVAL VOLUNTEER – LIU POST CHAMBER MUSIC FESTIVAL

The Festival offers the opportunity for participants to be involved with the Festival in a variety of ways.

Please fill out the form below and indicate your areas of interest and your availability. Although we cannot guarantee volunteer assignments, we will try to match you to your requests whenever possible. Return completed applications to the Festival Office.

A brief description of Festival Volunteer tasks and hours can be found on the back of this application.

Name _____ Age (students) _____

Student's Phone _____ E-mail _____

Parent's name _____ Phone _____

PLEASE CHECK ALL THAT ARE OF INTEREST TO YOU

- Usher at Festival concerts
- Stage Crew at Festival concerts
- Audience Development
- Ticket Sales at Festival concerts (parent)
- Selling Advertising for the Festival Program Booklet
- Festival T-Shirt sales
- Festival photo sales
- Taking CD orders
- Music Librarian (Chamber Music)
- Music Librarian (Orchestral Music)
- Staffing Festival Office
- Supervising lunch hour from 1 to 2 p.m.

PLEASE CHECK ALL THE DATES YOU ARE AVAILABLE

Festival concerts at 8 p.m. July 13 July 17 July 20
 July 25 July 26
 July 27 (Festival Chamber Orchestra at Tilles Center)

Festival concerts at Noon
 July 26 (Seminar Concert at Noon)
 I am available to volunteer beginning in June
 I am available to volunteer only during the Festival – July 9 through July 27
 I am available to volunteer during the week before the Festival begins
 I am available to volunteer after the Festival ends – July 28 through July 31

Do you have computer skills? _____

Do you have designing skills? _____

Do you have a special skill you could contribute or offer to the Festival? _____

DESCRIPTION OF VOLUNTEER TASKS & HOURS

*Please note that hours at concerts is approximately 7 to 10 p.m.
(with the exception of the stage crew)*

USHERS – Three hours per concert – arrive at 7 p.m. (dress in black)

Distribute programs and collect tickets at Festival concerts

STAGE CREW – Four hours per concert – arrive 7 p.m. (dress in black)

Set up chairs and stands and move them and/or the piano between pieces
Help with breakdown after the concert. Hours approximately 7 to 11 p.m.

AUDIENCE DEVELOPMENT – Hours arranged

Assisting the Festival Office prior to the beginning of the Festival with promotion of the Festival's Concert Series. Could include sending out tickets pre-Festival and working on group sales for audience development

TICKET SALES at Festival concerts – Four hours per concert – arrive at 7 p.m. (dress in black)

Collect money for tickets and categorize sales (as regular, student, senior)

ADVERTISING SALES – Hours arranged

Selling advertising for the Festival Program Booklet prior to beginning of Festival

FESTIVAL T-SHIRT SALES – Four hours per concert – arrive at 7 p.m. (dress in black)

Sell Festival T-shirts. Extra hours could include sales during the week

FESTIVAL PHOTO SALES – Four hours per concert – arrive at 7 p.m. (dress in black)

Collect order forms and money. Extra hours could include preparing total photo order

CD SALES – Four hours per concert – arrive at 7 p.m. (dress in black)

Sell Festival CD's – collect completed order forms and money

MUSIC LIBRARIAN (Chamber Music) – Ten to 20 hours depending on assignment

Assisting with the organization of chamber music. Preparing chamber music envelopes for distribution before the Festival, distributing chamber music envelopes to participants at Orientation, collecting chamber music backstage during concerts, sorting out all chamber music, locating missing parts, and reshelving all chamber music at the conclusion of the Festival

MUSIC LIBRARIAN (Orchestral Music) – Ten to 20 hours depending on assignment

Assisting with the organization of orchestral music for the Festival Chamber Orchestra and Seminar Chamber Orchestra. Organizing orchestral music for orchestra folders for distribution before the Festival, distributing any additional orchestral parts, being responsible for music at orchestra rehearsals so that music is available at the beginning of each rehearsal and securing the crate at the end of all rehearsals, collecting and sorting all orchestral music and orchestra folders at end of Festival

STAFFING FESTIVAL OFFICE – Hours arranged

Assisting Directors & Administrative Assistants with various jobs such as answering phones, scheduling auditions, paperwork and other tasks as needed

SUPERVISING LUNCH HOUR – Monday through Friday 1 to 2 p.m. (days arranged)

Fine Arts Center – Parents assist in overseeing organized lunch area to insure that students are orderly and stay in designated lunch area to prevent accidents and problems. Parents must be able to address the needs of students and be available if there is a problem. Parents assisting make sure students clean up lunch areas before lunch period ends, and communicate with Directors any special needs for students.

Assignments will be coordinated by the Festival Directors and/or Administrative Assistants