



Volunteer Application

Volunteers are needed October 16 & 17, 2010

Fill out and return this form by August 16, 2010, to the following address:

Lisa Mack, Volunteers Coordinator

West Virginia Book Festival • 123 Capitol Street, Charleston, WV 25301

304-343-4646, ext. 273 • lisa.mack@kanawhalibrary.org • www.wvbookfestival.org

Name _____ Email _____

Street Address _____ City, State & Zip _____

Phone (home) _____ (work) _____ (cell) _____

Please check all days and times that interest you, even if they overlap. You will be mailed a postcard in September with information about your assignment. We will make every effort to give you your first choice, but we may need you somewhere else.

Used Book Sale Set Up on Friday. Please note that this job is quite strenuous and requires not only lifting and unpacking large boxes of books, but also walking and standing for long periods of time. Volunteers are greatly needed and appreciated, but please keep these physical requirements in mind.

- 9 - 11:30 a.m. 11:30 a.m. - 2 p.m.

Used Book Sale on Saturday & Sunday. Most volunteers will assist in the checkout process by tallying items and bagging/boxing. Most, if not all, of your shift(s) will be spent standing and lifting. Determining how to charge items is necessary, and a training session may be required for new recruits (more info to follow). Other duties include carry-out service for multi-box purchases, assisting in the Collector's Corner and straightening books on tables.

- Saturday: 8:30 a.m. to 12:30 p.m. 12:30 a.m. to 3:30 p.m. 3 p.m. to 5:30 p.m.
Sunday: 11:30 a.m. to 2 p.m. 2 to 4:30 p.m. 4:30 - 7 p.m.

Word Play (children's activities) on Saturday and Sunday. Duties: helping children with simple crafts, assisting with children's programming such as set up, counting attendance, etc.

- Saturday: 9 a.m. to noon Noon to 3 p.m. 3 to 6 p.m.
Sunday: Noon to 3 p.m. 3 to 6 p.m.

Festival Marketplace on Friday, Saturday and Sunday. Duties: assisting customers; providing directional information; answering questions; and assisting in the book signing area.

- Saturday: 9 a.m. to noon Noon to 3 p.m. 3 to 6 p.m.
Sunday: Noon to 3 p.m. 3 to 6 p.m.

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Programs, Readings and Workshops on Saturday and Sunday. Duties: assisting in the meeting rooms in various ways, such as taking attendance or serving as a contact for audience inquiries.

- Saturday: 9 a.m. to noon Noon to 3 p.m. 3 to 6 p.m.
Sunday: Noon to 3 p.m. 3 to 6 p.m.

Information Tables on Saturday and Sunday. Duties: Greeting and helping people with directions within the Civic Center and around Charleston; answering questions about the Festival schedule.

- Saturday: 9 a.m. to noon Noon to 3 p.m. 3 to 6 p.m.
Sunday: Noon to 3 p.m. 3 to 6 p.m.

Survey Takers and Door Counters on Saturday and Sunday. Duties: Counting attendees as they enter the doors; surveying attendees about where they live and how they heard about the festival.

- Saturday: 9 to 10:30 a.m. 1 to 2:30 p.m.
Sunday: Noon to 1:30 p.m. 2 to 3:30 p.m.

Floater on Saturday and Sunday. Floaters assist in various areas as needed.

- Saturday: 9 a.m. to noon Noon to 3 p.m. 3 to 6 p.m.
Sunday: Noon to 3 p.m. 3 to 6 p.m.

Signature required:

I will not hold the West Virginia Book Festival or its sponsors liable for any injuries sustained while volunteering.

Signature _____ Date _____