



2011 VOLUNTEER SIGN-UP

Name _____

Address _____

City _____ State _____ Zip _____

Day Phone _____

Evening Phone _____

E-mail Address _____

For best placement, please return this form by December 26, 2011. Volunteers are always welcome.

You may also sign up by emailing this information to intern@eventkalamazoo.com

Please fill out the information below. You will receive a e-mail confirmation. If you do not receive a confirmation within 72 hours please call us at 269-388-2830. Please indicate your volunteer job and location preference by checking the boxes. Please note you may make first and second choices. If you have any questions or comments, you can also jot notes in the margins. This information can also be e-mailed.

Positions Include:

- | | | |
|-------------------------------------|-------------------------------------|------------------|
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | Button Checker |
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | Information Tent |
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | Floater |
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | Site Coordinator |

Volunteer Locations:

- | | | |
|-------------------------------------|-------------------------------------|---------------|
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | The Radisson |
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | Epic Center |
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | Band Tent |
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | St. Luke's |
| <input type="checkbox"/> 1st choice | <input type="checkbox"/> 2nd choice | First Baptist |



Please indicate your volunteer time slot preference. Make sure to check the time slots for the job position since some job times are different. Please indicate first and second choices.

First choice time slot _____ Second choice time slot _____

If you would like to volunteer with someone, please make sure you volunteer for the same time slot. Please list this person's name _____

Please cut here and fold. Secure with a piece of tape for mailing. Don't forget a stamp. Thank You for Volunteering!

VOLUNTEER INFORMATION

Volunteer check-in:

Volunteer check in is located in the Information Tent at Bronson Park. On December 31, starting at 4:45 pm, volunteers may pick up their buttons at the tent in Bronson Park.

Please check in at least 15 minutes prior to the start of your shift.

Shift Times:

Button Checkers: 5:15-7:15 p.m.
7:15-9:15 p.m.
9:15-11:15 p.m.

Volunteer Sites Include:

- The Radisson
- The Epic Center
- The Band Tent in Bronson Park
- First Baptist Church
- St. Luke's Episcopal Church

Volunteer Check-in: 4:45-6:45 p.m.
6:45-8:45 p.m.
8:45-10:45 p.m.

Volunteers are always needed throughout the year. If you are interested in being a part of the planning of New Year's Fest, please contact us. There are board positions as well as sub-committee positions open and available to interested individuals.

For More Information:

New Year's Fest
141 E. Michigan Ave. Suite 100
Kalamazoo, MI 49007
(269) 388-2830
deb@eventkalamazoo.com
www.newyearsfest.com
Facebook: New Years Fest of Kalamazoo

Button Checkers:

These volunteers greet guests as they enter the buildings and check to make sure that each guest is wearing a New Year's Fest button. Typically, this is an "indoors" job. If you sign up early enough, this is a great spot for a group of volunteers. And, in some locations you can even see the show. Fast Pass locations (indicated on the grid) will require the distribution of a ticket to subsequent shows (like Disney World's Fastpass)

Information Tent/Fast Pass:

This position helps to manage the Bronson Park Information Tent including the distribution of fast passes, event information, and general needs in the park. This position is located in a heated tent at Bronson Park.

Site Coordinator:

A site coordinator is a perfect position for those individuals who have great leadership abilities and like to be involved. A site coordinator will help to coordinate on-site volunteers and programming. Site coordinators must be available for a training session mid-December, and be willing to volunteer from 3 pm to midnight. This position is perfect for couples who want to help promote arts and culture in Kalamazoo.

Win Tickets on Direct Air:

All volunteers are entered into a chance to win 2 round trip tickets on Direct Air. Direct Air in Kalamazoo is dedicated to this community and has donated two round trip tickets to one of our lucky volunteers. Register to win when you report to volunteer.

