

**MELBOURNE ART FESTIVAL COMMITTEE VOLUNTEER OPPORTUNITIES**  
**Festival Date: APRIL 28 & 29, 2012**

**5-K FLAMINGO RUN:**

**MAF 2012 Chairperson(s): Andy Beard**

- Develop pre-race information and equipment
- Arrange for permits, insurance, safety and emergency personnel
- Organize race packets
- Arrange for T-shirts, awards and trophies
- Organize day of race activities
- The logistics of food and beverage items
- Provide race results

\*An opportunity for many to become involved in the organization and planning stages  
Must be available Friday night before race (3-8pm) and Saturday of the race 5:30am – 11:00am.

##Many volunteers are needed April 28<sup>th</sup> in the early morning.

**ADVERTISING:**

**MAF 2012 Chairperson(s): Tina Suiter**

- Maximize advertising for the Festival
- Coordinate radio, television and printed advertising coverage

\*An opportunity to become involved in the promotional aspects of the Festival

**ARTISTS/COMMEMORATIVE POSTER:**

**MAF 2012 Chairperson(s): Lori Emly & Penny Salinger**

- Administer the ZAPplication process
- Arrange and direct the Jury process
- Coordinate artist notifications, space assignments, and Artist Packets
- Manage all payments made by artists
- Act as a liaison for artists during the event

##Many volunteers are needed for the weekend to act as 'booth sitters'.

**ARTWORK:**

**MAF 2012 Chairperson(s): Elise Vaughn**

- Coordinate the selection of artwork to appear on all Festival items

**BEER/WINE:**

**MAF 2012 Chairperson(s): Sal D'amato**

- Negotiate a favorable contract with a beer distributor
- Organize all beer sales during the Festival

##Requires a very large number of volunteers throughout the weekend to staff all the beer tents.

**CARTS & RADIOS:**

**MAF 2012 Chairpersons(s): Kristine Amendolare**

- Acquire and organize the use of all radios and golf carts
- Work closely with Security in assigning equipment

**COKE/WATER:**

**MAF 2012 Chairperson(s): Deborah Evans**

- Negotiate a favorable contract for distribution/sales of Coke products
- The logistics of the coke concessions

##Requires a very large number of volunteers throughout the weekend to staff all the Coke concessions.

**CONCESSIONS:**

**MAF 2012 Chairperson(s): Karen & Dave Fenske**

- Acquire 10-15 small food vendors (i.e. lemonade, popcorn, smoothies)
- Assign spaces and monitor the vendors during the event

**DIRECTORY:**

**MAF 2012 Chairperson(s): April Cox**

- Coordinate input from all committees to establish an effective Directory
- Obtain advertising
- Set the layout, seek a publisher and printer, and coordinate delivery and distribution of the Directory

**ENTERTAINMENT:**

**MAF 2012 Chairperson(s): Tina Suiter & Linda Castelli**

- Acquire all the musical entertainment heard during the event
- Act as musical artist liaison during the event

**FINANCE:**

**MAF 2012 Chairperson(s): Karen Cox/Lori Emly/Penny Sallinger**

- Make deposits, write checks, reconcile statements and produce financial reports
- Interface with the CPA regarding tax status, filing of Federal tax returns and other reports to FL state government
- Collect, deposit and make change during the event
- Financial Planning, Budget recommendations and the monitoring of approved budgets

**FOOD COURT:**

**MAF 2012 Chairperson(s): TBD**

- Coordinate acquiring the vendors who sell food (platters)
- Insure that the permits and requirements set forth by the City of Melbourne are met

**GRANTS:**

**MAF 2012 Chairperson(s): Hope Bookman & April Cox**

- Coordinate application submissions and reimbursement of all applicable grants

**ICE:**

**MAF 2012 Chairperson(s): Deborah Evans**

- Negotiate a contract with an ice vendor
- Ensure supply and delivery of ice to all Festival events

##Need 8-10 volunteers during the weekend.

**INSURANCE:**

**MAF 2012 Chairperson(s): Bruce Bogert**

- Ensure that the appropriate insurance policies are in place for the Festival

**JUDGES:**

**MAF 2012 Chairperson(s): Rhoda Weinstein & April Cox**

- Acquire accredited judges for the Festival
- Coordinate any accommodations needed for the judges
- Supervise the collection and viewing of the artwork selected for judging

##Many volunteers are needed the Saturday of the Festival to collect and guard the art for judging and to serve as judges' assistants.

**KIDSWORLD:**

**MAF 2012 Chairperson(s): Debbie Featherston & Diane Rivera**

- Coordinate the entertainment, crafts, and the logistics of the Kids World

##Many volunteers are needed throughout the weekend to staff the Kids World area.

**OASIS:**

**MAF 2012 Chairperson(s): Karla Broderick**

- Set up and maintain an "Oasis" (a retreat for committee volunteers only during the weekend)

\*An opportunity to manage this area for the all of the volunteers

##Volunteers are needed to staff the area during the weekend.

**PARK-N-RIDE:**

**MAF 2012 Chairperson(s): TBD**

- Coordinate bus service the weekend of the show
- Arrange for Park & Ride pickup/drop off sites

**PATRONS:**

**MAF 2012 Chairperson(s): Shawne & Pete Garnder**

- Recruit Patrons through flyers and mailings
- Organize the Patron cocktail party
- Coordinate Patron accommodations during the event

##Many volunteers are needed throughout the weekend for the Patron Registration Table and the staffing of the Patron's Tent.

**PHOTOGRAPHY:**

**MAF 2012 Chairperson(s): TBD**

- Obtain representational records of all the MAF events
- Compile a historical record and for grants, promotion and publicity

**PRODUCTION:**

**MAF 2012 Chairperson(s): Mark Vanstrum**

- Finalize site layouts and determine the requirements of each committee during the event
- Procure staging, tenting, tables, chairs, and public address systems
- Coordinate with FPL and the festival's contract electrician(s) for production and distribution of power including temporary power poles, meters, junction boxes, generators and distribution cables
- Provide a source of water to required areas
- Provide material for and coordinates with the City of Melbourne the flagging of restricted areas
- Ensure that City and State codes are met within Festival areas by providing fire extinguishers and No Smoking signs where needed
- Accompany City inspectors during the final walkthrough of Festival site
- Follow up to correct deficiencies noted by inspectors
- Organize the set up and tear down of all of above
- Provide logistical support during the Festival

**PUBLIC RELATIONS:**

**MAF 2012 Chairperson(s): TBD**

- Maximize publicity for the Festival
- Coordinate radio, television and printed media coverage through press releases and public service announcements
- Help recruit Committee Members, Patrons and Sponsors

\*An opportunity to become involved in the promotional aspects of the Festival

**SCHOLARSHIP COMMITTEE:**

**MAF 2012 Chairperson(s): Stuart Nicholson**

- Coordinate the distribution of applications for student scholarships
- Set up a panel of judges who will select the recipients of the scholarships
- Coordinate the gathering of art donations the weekend of the Festival

##Many volunteers are needed during the weekend to secure donated artwork.

**SCHOLARSHIP ART AUCTION:****MAF 2012 Chairperson(s): Bob Hassol & Will Sappington**

- This event occurs in November
- Coordinate auction to raise money for the Melbourne Art Festival Scholarships

##Many volunteers are needed during the day of the auction.

**SECURITY:****MAF 2012 Chairperson(s): Richard Scully & Dick Sousa**

- All aspects of security during festival
- Secure the rental equipment (radios, golf carts) at night
- Secure the bank location
- Pick up and deliver money during the Festival
- Negotiate a contract with an outside security service for patron parking/tent and stage security.

**SIGNAGE:****MAF 2012 Chairperson(s): Mark Abbey**

- Obtain updated signs and banners for us during the event
- Coordinate the location of the signs and banners

**SPONSORS:****MAF 2012 Chairperson(s): Hope Bookman & Rhonda Thomas**

- Obtain company sponsorship to support Melbourne Art Festival, Inc. events
- Negotiate a favorable contract with each sponsor

**STATISTICS:****MAF 2012 Chairperson(s): Juanita Taylor**

- Ensure that statistical data is recorded during the event
- Produce an impact statement

##Many volunteers are needed throughout the weekend.

**STUDENT ART COMPETITION:****MAF 2012 Chairperson(s): Angela Hardison**

- Coordinate an Art Contest for Jr. and Sr. High School students

**STUDENT ART WORKSHOPS****MAF 2012 Chairperson(s): TBD**

- Organize the ten art workshops offered during the Festival weekend
- Organize "booth sitters" for participating artists

##Volunteers are needed to register and set up sessions as well as to "booth sit" for participating artists.

**Vending:****MAF 2012 Chairperson(s): Elise Vaughn**

- Order all t-shirt styles with the agreed upon artwork
- Coordinate all the vending concessions (t-shirts, posters, koozies, etc.)

##Many volunteers are needed throughout the weekend to staff the t-shirt concessions.

**VOLUNTEERS:****MAF 2012 Chairperson(s): Johana Gant**

- Coordinate the recruiting and scheduling of all volunteers needed the weekend of the Festival
- Work closely with committee chairs in assessing their needs
- Maintain a volunteer list for future reference
- Promote a positive environment for all volunteers

##Volunteers are needed to staff the volunteer booth throughout the weekend.

**WASTE MANAGEMENT:**

**MAF 2012 Chairperson(s): Richard Ott**

- Negotiate a contract for large & small waste receptacles and port-a-potties
- Supervise street cleaning during and post show

## Volunteers are needed throughout the weekend.

**WEBSITE**

**MAF 2012 Chairperson(s): Kathleen Cleary**

- Maintain the Art Festival web site

**ZONE CAPTAINS**

**MAF 2012 Chairperson(s): Linda Castelli**

- Ensure the artists set up their tents in accordance with Festival, City, and Merchants' specifications on Friday night and Saturday early morning of the Festival weekend

##Many volunteers are needed for Friday night of setup and Saturday early morning.