

MELBOURNE ART FESTIVAL VOLUNTEER OPPORTUNITIES

APRIL 24 & 25, 2010

5-K FLAMINGO RUN:

MAF 2010 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 Saturday, April 24th in the early morning.

ADVERTISING:

MAF 2010 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 2010 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 2010 Chairperson(s): Elise Vaughn

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

BEER/WINE:

MAF 2010 Chairperson(s): Anthony Wells

- 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 2010 Chairpersons(s): Kristine & Shawn Amendolare

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

COKE/WATER:

MAF 2010 Chairperson(s): Tommy Hunt

- 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 2010 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 2010 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 2010 Chairperson(s): Tina Suiter

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

FINANCE:

MAF 2010 Chairperson(s): Lori Emly/Karen Cox

- 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 2010 Chairperson(s): Cindi Droney

- 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 2010 Chairperson(s): Barbara Rolsing

- Coordinate application submissions and reimbursement of all applicable grants

ICE:

MAF 2010 Chairperson(s): Lori Kier & Scott Levy

- 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 2010 Chairperson(s): Bruce Bogert**

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

JUDGES:**MAF 2010 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 2010 Chairperson(s): Debbie Featherston**

- 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 2010 Chairperson(s): Julie Hill**

- Set up and maintain an "Oasis" (a retreat for workers 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 2010 Chairperson(s): Dean Curry**

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

PATRONS:**MAF 2010 Chairperson(s): Kathy Turner & Terra May**

- 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 2010 Chairperson(s): Jim Wasil**

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

PRODUCTION:**MAF 2010 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 2010 Chairperson(s): Carole Sappington**

- 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

RECYCLABLES:**MAF 2010 Chairperson(s): Gaga Liu & Popo Tin**

- Coordinate recycling

*An opportunity for a person to promote recycling

##Many people are required the weekend of the Festival

SCHOLARSHIP COMMITTEE:**MAF 2010 Chairperson(s): Bob Hassol**

- 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 2010 Chairperson(s): TBD**

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

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

SECURITY:**MAF 2010 Chairperson(s): Scott Lillycrop**

- 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 2010 Chairperson(s): Mark Abbey**

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

SPONSORS:**MAF 2010 Chairperson(s): Hope Bookman, Tina Suiter & Rhonda Thomas**

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

STATISTICS:**MAF 2010 Chairperson(s): Popo Tin**

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

##Many volunteers are needed throughout the weekend.

STUDENT ART COMPETITION:**MAF 2010 Chairperson(s): Angela Hardison**

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

STUDENT ART WORKSHOPS**MAF 2010 Chairperson(s): Cathy Bird & Karen McDonald**

- 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 207 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 2010 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 2010 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 2010 Chairperson(s): Sandy Carter

- Maintain the Art Festival web site

ZONE CAPTAINS

MAF 2010 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.