



2012 Volunteer Application

PLEASE REVIEW ALL 3 PAGES. PLEASE PRINT CLEARLY.

Contact & General Information

Name:	First time volunteer: Y N	I have volunteered with the Festival for the past	year(s)
Full Mailing Address:			
Daytime Phone:	Evening Phone:	Cell Phone:	
Email Address:	Valid Driver License (Y/N):		Age:
T-Shirt Size	SM	Med	Large X-Large XX-Large XXX-Large

Availability *(Please check ✓ which days you are available)*

	June 22	June 23	June 24	June 25	June 26	June 27	June 28	June 29	June 30	July 1
Set up times below may vary. Please ✓ dates that apply										
Anytime this day										
June 18 Set Up 10AM										
June 19 Set Up 10AM										
June 20 Set Up 10AM										
June 21 Set Up 10AM										
June 22 Set Up 10AM										

Areas of Interests *(Please number in order of interest from 1 to 3)*

<input type="checkbox"/> Set Up Crew - June 18/19/20/21/22	<input type="checkbox"/> Club Jazz – Souvenirs*	<input type="checkbox"/> Transportation
<input type="checkbox"/> Clean Up Crew - July 2	<input type="checkbox"/> Broadway Theatre (Front of Venue)*	<input type="checkbox"/> Hospitality - All Areas
<input type="checkbox"/> Bessborough Gardens (Front of Venue Gate)*	<input type="checkbox"/> Broadway Theatre (Backstage)	<input type="checkbox"/> VIP Reception (registration table)
<input type="checkbox"/> Bessborough Gardens (Backstage)	<input type="checkbox"/> Broadway Theatre - Hospitality	<input type="checkbox"/> 50/50 Ticket Sales
<input type="checkbox"/> Bessborough Gardens - Hospitality	<input type="checkbox"/> Any Groove Series (Late Night)	<input type="checkbox"/> Festival Green Team
<input type="checkbox"/> Bessborough Gardens - Souvenirs*	<input type="checkbox"/> The Bassment*	<input type="checkbox"/> Promotion Crew - Pre Festival
<input type="checkbox"/> Club Jazz - Beer Tent	<input type="checkbox"/> Spadina Freehouse Free Stage	<input type="checkbox"/> Concert MC
<input type="checkbox"/> Club Jazz - Cashier/Ticket Seller*	<input type="checkbox"/> Jazz Street Free Stage	<input type="checkbox"/> Volunteer Centre
<input type="checkbox"/> Club Jazz - Stage	<input type="checkbox"/> 2 nd Ave Grill Free Stage	<input type="checkbox"/> Put me anywhere you need me
<input type="checkbox"/> Club Jazz - Box Office*	<input type="checkbox"/> Garden Architecture Free Stage	<input type="checkbox"/> I'd like to help throughout the year

Volunteer positions with an * will require a training session approximately 5 weeks prior to start of Festival

The Festival is always looking for volunteers who are interested in becoming future coordinators.

Please ✓ if you would like to learn more about becoming a coordinator. ___

Person to Notify in Case of Emergency

Name:	Phone Number:
-------	---------------

Special Needs *(Do you have any special requirements or needs we should be aware of?)*

Special Skills or Qualifications

A world-class event needs world-class volunteers. Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience. Include previous Jazz Festival experience if it applies.

(Please note: previous Jazz Festival volunteers are not guaranteed acceptance.)

PARTICIPATION GUIDELINES

- Volunteers must be available for a minimum of 3 x 4 hour shifts.
- Volunteers must arrive at least 20 minutes prior to the start of their shift.
- Volunteers must abide by a strict code of ethics and conduct.
- Volunteers must be a team player and work well with others.
- Agree to have photo taken over the course of the Festival.
- PLEASE NOTE THAT YOUR T-SHIRT SIZE CAN ONLY BE GUARANTEED IF APPLICATION IS RECEIVED BY THE Friday, March 30, 2012 DEADLINE.

IMPORTANT DATES & INFORMATION

- Application deadline: Friday, March 30
- Volunteer Orientation: Tuesday, May 15 (7PM)
- Festival Set Up: Mon, June 18, Tues, June 19, Wed, June 20, Thurs, June 21 and Fri, June 22
- Festival Starts: Friday, June 22
- Festival Ends: Sunday, July 1
- Festival Clean up: Monday July 2
- Volunteer Appreciation: Friday, July 27 (7PM)
- Accepted volunteers will be contacted after schedules are determined in April. You **WILL NOT** be contacted prior to the deadline. You **WILL** be contacted no later than **April 30, 2012**.
- Volunteer Coordinators may be confirmed and contacted prior to April.
- Volunteers will be placed according to times and dates available, skills, and experience.

VOLUNTEER FEE AND BENEFITS

All volunteers of the Festival are required to pay a \$10 fee which **MUST** accompany this application. Volunteers will not be placed until \$10 fee has been received. Volunteer fee will be refunded if your application is not accepted.

Benefits returned to the volunteer include:

- Special edition volunteer t-shirt (shirt must be worn at all times when on duty).
- Complimentary admission to Festival concerts (some restrictions may apply).
- The opportunity to: enjoy music, have fun, make friends, and give back to your community!

Submit completed application with \$10 fee by Friday, March 30, 2012 using one of the following:

Mail or in Person: SaskTel Saskatchewan Jazz Festival | #701-601 Spadina Cr. E | Saskatoon, SK S7K 3G8

Fax: (306) 934.5014

Email: info@saskjazz.com

For more information phone the Festival office at 306.652.1421 or visit us online at saskjazz.com

Volunteer Waiver

Submission of this application constitutes your agreement to the following Volunteer Waiver

In consideration of the acceptance of me as a volunteer and permitting me to participate as a volunteer, I agree to save harmless and keep indemnified the Organizers and Sponsors, their respective agents, employees, officials, servants, representatives, directors, officers, and assigns, from and against all claims, actions, costs, expenses and demands, in respect to death, injury, loss or damage to person or property, howsoever caused, arising out of or in connection with my volunteering and notwithstanding that the same may have been contributed to or occasioned by the negligence of the Organizers or Sponsors, or any their agents, officials, representatives, servants or employees. Further, I hereby waive and release my rights to any claim I may have, now or in the future, against the Organizers and Sponsors, their agents, officials, representatives, servants, employees or assigns, for damage or loss, to person or property, injury or death relating to or arising out of my volunteering, howsoever caused.

Payment:	CHEQUE (payable to: Saskatchewan Jazz Festival, Inc.)	CASH ENCLOSED	VISA	MASTERCARD	DEBIT
Credit Card #:			Expiry Date:		
Name on Card:			Signature:		

Volunteer Duties

To give you an idea what is expected please review the list of duties for each volunteer area. All duties may not be listed.

<p>Bessborough Gardens</p> <ul style="list-style-type: none"> ▪ Sell tickets at the gate ▪ Ticket taker ▪ Artist liaison ▪ Provide Festival information to concert attendees ▪ Backstage liaison ▪ GATE SECURITY – ensure no one enters without a ticket or wristband ▪ GATE SECURITY – ensure no one leaves the premises with alcoholic beverages ▪ GATE SECURITY – ensure outside food and drinks are not brought into the venue 	<p>Club Jazz (Beer Tent & Cashiers/Ticket Sellers)</p> <ul style="list-style-type: none"> ▪ Must be 19 or older to serve alcohol ▪ Servers ▪ Floaters – keeping tables clean and garbage/recycling bins emptied at all times ▪ Shift hours vary: 11:00 am to 11:00 pm ▪ GATE SECURITY – ensure no one leaves the premises with beverages <p>Cashiers/Ticket Sellers</p> <ul style="list-style-type: none"> ▪ Must be 19 or older ▪ Responsible for selling tickets, cash transactions, customer service, accuracy and attention to detail <p>Club Jazz Stage</p> <ul style="list-style-type: none"> ▪ Welcome and direct musicians ▪ Paying musicians and obtaining signatures ▪ Provide direction and support to the MC <p>Club Jazz Box Office</p> <ul style="list-style-type: none"> ▪ Familiar with computers, point of sale terminals, cash transactions ▪ Customer service, accuracy and attention to detail
<p>Broadway Theatre</p> <ul style="list-style-type: none"> ▪ Sell tickets at the door Ticket taker ▪ Stamp all concert attendees ▪ Artist liaison ▪ Sell artist merchandise ▪ Provide Festival information to concert attendees ▪ Backstage liaison 	<p>Transportation</p> <ul style="list-style-type: none"> ▪ Must be 21 to 65 ▪ Must hold a valid driver's license and have acceptable references ▪ Meet musicians at the airport and drive them to the hotel ▪ Assist musicians with equipment and luggage ▪ Transport musicians to sound checks, media interviews and performances ▪ Provide standby support for running errands ▪ Shift hours vary, can include early mornings and late evening
<p>Late Night Club Shows</p> <ul style="list-style-type: none"> ▪ Artist liaison ▪ Sell tickets at the door ▪ Ticket taker ▪ Stamp all concert attendees ▪ Sell artist merchandise ▪ Shift hours – approx. 8:30 pm to 1:30 am 	<p>Souvenirs (Club Jazz, Bessborough Gardens, Bessborough Lobby)</p> <ul style="list-style-type: none"> ▪ Sell artist and Festival merchandise ▪ Handle cash and credit card transactions ▪ Provide Festival information to public ▪ Complete sales and inventory reports ▪ Stock your area and keep it neat and tidy ▪ Shift hours vary
<p>The Bassment</p> <ul style="list-style-type: none"> ▪ Artist liaison ▪ Sell tickets at the door Ticket taker artist merchandise ▪ Artist hospitality ▪ Stamp all concert attendees 	<p>Hospitality – Various Areas/Venues</p> <ul style="list-style-type: none"> ▪ Welcome and greet musicians ▪ Arrange and order hospitality as per the contract rider ▪ Artist liaison and run errands
<p>Jazz Street – Downtown Saskatoon</p> <ul style="list-style-type: none"> ▪ Outdoor free stage on 21st Street – Downtown Saskatoon ▪ Welcome and pay artists Artist hospitality ▪ Place chairs and signage at stage Stage coordination ▪ Provide Festival information to public ▪ Some MC duties 	<p>50/50 Ticket Sales</p> <ul style="list-style-type: none"> ▪ Sell 50/50 tickets ▪ Shift hours and locations vary ▪ Excellent people and math skills ▪ Accuracy
<p>Spadina Freehouse 2nd Ave Grill Garden Architecture</p> <ul style="list-style-type: none"> ▪ Welcome and pay artists Some MC duties ▪ Stage coordination ▪ Artist hospitality ▪ Provide Festival information to public 	<p>Festival Green Team</p> <ul style="list-style-type: none"> ▪ Helping to keep our outdoor venues clean and inviting ▪ Removal of litter and recycling materials from the grounds and tables at Club Jazz ▪ Making sure that no garbage cans or recycling bins are overflowing ▪ Help out in other areas as required
<p>Promotion Crew – (Pre-festival)</p> <ul style="list-style-type: none"> ▪ Put up posters and distribute promotional material. ▪ Shifts start in May 	<p>Master of Ceremonies (MC)</p> <ul style="list-style-type: none"> ▪ Must be experienced in public speaking ▪ Requires confident personality
<p>Set up Crew – (June 18/19/20/21/22)</p> <ul style="list-style-type: none"> ▪ Assist with Club Jazz, Bessborough Gardens and volunteer headquarters set up ▪ May require some heavy lifting 	<p>Clean up Crew – (July 2)</p> <ul style="list-style-type: none"> ▪ Remove all supplies from venues, volunteer room, Club Jazz and return to Festival storage rooms ▪ May require heavy lifting