



Volunteer Application

PLEASE REVIEW ALL 3 PAGES. PLEASE PRINT CLEARLY.

Contact & General Information

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

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

	June 25	June 26	June 27	June 28	June 29	June 30	July 1	July 2	July 3	July 4
Anytime this day										
Early Mornings (ex: 5 AM/6 AM)										
Mornings (8 AM – 11 AM)										
Afternoons (11 AM – 6 PM)										
Evenings (6 PM – 11 PM)										
Late Evenings (9 PM – 2 AM)										

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

___ Bessborough Gardens	___ 2 nd Ave Grill Freestage	___ Concert MC
___ Club Jazz – Beer Gardens	___ TUSQ Freestage	___ Transportation
___ Club Jazz – Stage	___ River Landing Freestage	___ Promotion Crew – Pre Festival
___ Groove Series (late night)	___ Hospitality – Broadway	___ Set Up Crew – June 23/24/25
___ Broadway Theatre (front of house)	___ Hospitality – Gardens	___ Clean Up Crew – July 5
___ The Bassment	___ Hospitality – Other	___ VIP Reception (registration table)
___ Spadina Freehouse Freestage	___ Souvenirs – Gardens	___ 50/50 Ticket Sales
___ Boppin' on Broadway Freestage	___ Souvenirs – Lobby	___ Put me anywhere you need me
___ Box Office	___ Volunteer Centre	___ Festival Green Team
___ Jazz Street Freestage	___ Souvenirs – Club Jazz	___ I'd like to help throughout the year

Person to Notify in Case of Emergency

Name:	Phone:
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Special Needs *(Do you have any special 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 15 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
- Have fun and enjoy the opportunity and experience
- PLEASE NOTE THAT YOUR T-SHIRT SIZE CAN ONLY BE GUARANTEED AS ORDERED ABOVE IF APPLICATION RECEIVED BY THE **FRIDAY, APRIL 2, 2010** DEADLINE

IMPORTANT DATES & INFORMATION

- Application deadline: Friday, April 2nd, 2010
- Festival Set Up: Wednesday, Thursday, and Friday, June 23rd, 24th and 25th
- Festival Starts: Friday, June 25th, 2010
- Festival Ends: Sunday, July 4, 2010
- Festival Clean up: Monday July 5, 2010
- Accepted volunteers will be contacted after April 2, 2010
- 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. 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 any Festival concert that is not sold out 10 minutes prior to show time (TCU Place/Solstice Brunch performances excluded)
- An invitation to the Volunteer Appreciation Event
- The opportunity to; enjoy music, have fun, make friends, and give back to your community!

Submit completed application with \$10 fee by FRIDAY, APRIL 2, 2010 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: sask.jazz@sasktel.net

For more information phone the Festival office at 306.652.1421 or visit us online at www.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 or** **CASH ENCLOSED or** **VISA or** **MASTERCARD**

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><u>Bessborough Gardens</u></p> <ul style="list-style-type: none"> ▪ Sell tickets at the gate ▪ Ticket taker ▪ Stamp all concert attendees ▪ Artist liaison ▪ Provide festival information to concert attendees ▪ Backstage liaison ▪ Pay Artists ▪ GATE SECURITY – making sure that no one gets in without a ticket or a stamp ▪ GATE SECURITY – making sure that no one leaves the premises with an alcoholic beverage ▪ GATE SECURITY – making sure that outside food and drinks are not brought in to the gardens 	<p><u>Club Jazz (Beer Garden)</u></p> <ul style="list-style-type: none"> ▪ Must be 19 or older ▪ Ticket sales ▪ 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 – making sure that no one leaves the premises with an alcoholic beverage <p><u>Club Jazz Stage</u></p> <ul style="list-style-type: none"> ▪ Welcome and direct musicians ▪ Paying musicians and obtaining signatures ▪ Provide direction and support to the MC
<p><u>Broadway Theatre</u></p> <ul style="list-style-type: none"> ▪ Sell tickets at the door ▪ Ticket taker ▪ Stamp all concert attendees ▪ Artist liaison ▪ Sell artist merchandise ▪ Pay artists ▪ Provide festival information to concert attendees ▪ Backstage liaison 	<p><u>Transportation</u></p> <ul style="list-style-type: none"> ▪ Must be 21 to 65 ▪ Must hold a valid drivers 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><u>Groove Series (late night club shows)</u></p> <ul style="list-style-type: none"> ▪ Artist liaison ▪ Sell tickets at the door ▪ Ticket taker ▪ Stamp all concert attendees ▪ Sell artist merchandise ▪ Pay artists ▪ Shift hours – approx. 9:00 pm to 2:00 am 	<p><u>Souvenirs</u></p> <ul style="list-style-type: none"> ▪ Sell artist and festival merchandise ▪ Handle cash & 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><u>The Bassment</u></p> <ul style="list-style-type: none"> ▪ Artist liaison ▪ Artist hospitality ▪ Stamp all concert attendees ▪ Sell artist merchandise ▪ Pay artists 	<p><u>Hospitality – Various Areas/Venues</u></p> <ul style="list-style-type: none"> ▪ Welcome and greet musicians ▪ Arrange & order hospitality as per the contract rider ▪ Shift hours vary ▪ Artist liaison ▪ May be required to run errands
<p><u>Jazz Street / Boppin' on Broadway</u></p> <ul style="list-style-type: none"> ▪ Outdoor free stage on 21st Street and Broadway Ave. ▪ Welcome and Pay artists ▪ Place chairs & signage at stage ▪ Ensure artists have water, towels, etc. ▪ Provide festival information to public ▪ Some MC duties 	<p><u>50/50 Ticket Sales</u></p> <ul style="list-style-type: none"> ▪ Sell 50/50 tickets ▪ Shift hours and locations vary
<p><u>Spadina Freehouse / 2nd Ave Grill / TUSQ Freestages</u></p> <ul style="list-style-type: none"> ▪ Welcome and Pay artists ▪ Stage coordination ▪ Ensure artists have water, towels, etc. ▪ Provide festival information to public ▪ Some MC duties 	<p><u>Set up Crew – (June 24/25)</u></p> <ul style="list-style-type: none"> ▪ Assist with Club Jazz and volunteer headquarters set up ▪ May require heavy lifting <p><u>Clean up Crew – (Post festival)</u></p> <ul style="list-style-type: none"> ▪ Remove all signage each venue and return to volunteer headquarters ▪ Remove all supplies from Club Jazz and return to volunteer headquarters ▪ Return everything to 7th and 8th floor from volunteer headquarters ▪ May require heavy lifting
<p><u>Promotion Crew – (Pre-festival)</u></p> <ul style="list-style-type: none"> ▪ Put up posters and distribute promotional material. ▪ Shifts start in May <p><u>Master of Ceremonies (MC)</u></p> <ul style="list-style-type: none"> ▪ Must be experienced in public speaking ▪ Requires confident personality 	<p><u>Festival Green Team</u></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 & Kiwanis Park ▪ Making sure that no garbage cans or recycling bins are overflowing ▪ Help out in other areas as required