

Wildlife Art Festival Volunteer Information

Dear Museum Friend,
The 28th Annual Wildlife Art Festival will take place on November 19, 20, and 21, 2010. Presented by the San Bernardino County Museum Association, all proceeds from this event help support the museum. We need your help!



Please join us for the festival as one of our treasured volunteers. Volunteers provide valuable services helping artists, museum staff, and the Museum Association.

When you volunteer for a four-hour shift, you will receive a ticket for our Opportunity Drawing to win a work of art—and more. In addition, all volunteers working eight hours or more will receive two complimentary admission tickets to the museum.

Please plan to attend the volunteer orientation meeting on Wednesday, November 10, at 6:30–7:30PM for an exclusive museum tour.

We look forward to working with you to make this event our most successful ever!

Sincerely,

Melissa Sanchez

Melissa Sanchez
Volunteer Coordinator

Volunteer Position Descriptions

Artist Key-Grip (Friday 7AM & Sunday 4PM)

Assist artists with the set up and removal of their display panels and artwork. Requires some heavy lifting.

Artist Assistant (Saturday & Sunday)

Duties include assistance with art sales and relieving artists for breaks.

Artist Reception Assistant (Friday 5–9 PM)

Assist with registration of artists and guests at Evening with the Artists. Serve drinks. Dressy.

Children's Art Competition (prior to the event, date to be announced)

Help judge Children's Art Competition using standards established by the contest coordinator.

Children's Art Competition (Saturday 2–4 PM)

Assist with refreshments, setup/cleanup, and general support for contestants and their families during reception.

Clean Up Crew (Friday 9PM)

Assist with clean up after the Evening with the Artists event.

Greeters/ Information/ Membership Service (Saturday & Sunday)

Primarily responsible for greeting visitors, promoting Association membership, answering questions, and providing information.

Opportunity Drawing Promoter (Friday evening, Saturday & Sunday)

Sell Opportunity Drawing tickets to win Wildlife Art Festival prints and more.

Receipt Checker (Friday evening, Saturday & Sunday)

Check art sales receipts and merchandise as customers exit galleries.

Runner (Friday, Saturday & Sunday)

Miscellaneous duties include troubleshooting, handling artist requests, and filling in when needed at any station. The Volunteer Coordinator relies heavily on volunteers who fill this important position.

Visitor Surveys (Saturday & Sunday)

Invite visitors to complete surveys and entries for a free drawing to win a Wildlife Art Festival print.

Volunteer Check-In (Friday 4:30pm, Saturday & Sunday)

Help check-in Festival volunteers and distribute volunteer badges.

Please fill out the volunteer application form on the reverse and return by Friday, November 5, 2010.

Wildlife Art Festival Volunteer Application

Name _____

E-mail Address _____

Address _____

City _____ State _____ Zip _____

Telephone (home) _____ (cell) _____

Yes, I can volunteer two or more hours as indicated below. Please list your arrival & departure times:

Friday, November 19 (____ AM/PM to ____ AM/PM)

Saturday, November 20 (____ AM/PM to ____ AM /PM)

Sunday, November 21 (____ AM/PM to ____ AM/PM)

I would like to volunteer for the following position(s):

We will do our best to place you in the position you request.

For more information, please contact:
Melissa Sanchez at (909) 307-2669 ext. 250
E-mail: msanchez@sbcm.sbcounty.gov

Please print, fill out, and mail this form to:
Melissa Sanchez
San Bernardino County Museum Association
2024 Orange Tree Lane
Redlands, CA 92374

or fax to (909) 307-0689

or e-mail information to msanchez@sbcm.sbcounty.gov

