

# 2014 SSJF Volunteer Registration Form



Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Name (s) of person(s) you would like to work with: \_\_\_\_\_

Please note any schedule preferences: \_\_\_\_\_

T-Shirt Size:            S                    M                    L                    XL                    XXL

\* Please indicate your top three choices for volunteer positions by checking the time slots you would prefer (Use numbers 1-3 instead of checks if you have strong preferences).

\* We ask that all volunteers work a minimum of two shifts during the weekend. Of course, you can work more!

Available Positions	FRIDAY, June 20		SATURDAY, June 21	
Set-Up Crew	12:00-4:00pm		12:00-4:00pm	
Information Tent & T-Shirt Sales	4:00-7:30pm	7:30-11:00pm	4:00-7:30pm	7:30-11:00pm
Jazz Hat Collections	4:00-6:30pm	6:30-9:00pm	4:00-6:30pm	6:30-9:00pm
Children's Area	4:00-7:30pm	7:30-9:30pm	4:00-7:30pm	7:30-9:3 Overall Signage
Reserved Seating Usher	4:00-7:30pm	7:30-11:00pm	4:00-7:30pm	7:30-11:00pm
Green Room	4:00-7:30pm	7:30-11:00pm	4:00-7:30pm	7:30-11:00pm
MSU Educational Stage Assistant	5:00-7:30pm	7:30-10:00pm	3:00-6:30pm	6:30-10:00pm
Main Stage Assistant	4:00-7:30pm	7:30-11:00pm	4:00-7:30pm	7:30-11:00pm
Teardown	--		10:30pm-12:00am	

Please return to: Benjamin Hall, 410 Abbot Road, East Lansing, MI 48823  
or email [bhall@cityofeastlansing.com](mailto:bhall@cityofeastlansing.com)

# 2014 SSJF Volunteer Position Descriptions



## **SET-UP & TEAR-DOWN**

Do you like the immediate gratification of seeing an event come together? Help set up and tear down the festival site by hanging signage, placing chairs and other general duties. Volunteers must be able to bend, lift and carry boxes and other equipment up to 30 pounds. (5-6 volunteers per shift)

## **INFORMATION TENT & T-SHIRT SALES**

Smiling faces are always needed to help point people in the right direction. Volunteers will answer questions about the festival and sell festival t-shirts. Volunteers will be supplied with a binder, and loaded with festival information. T-shirts will sell for \$15 and classic t-shirts will sell for \$5. (2-3 volunteers per shift)

## **JAZZ HAT COLLECTIONS & PROGRAM DISTRIBUTION**

Festivalgoer donations are an essential funding source for this free-to-the-community festival. Outgoing, positive and energetic volunteers are needed to distribute festival programs and solicit donations from festival attendees following each main-stage performance. Attendees will place donations in jazz hat collectors, which will be provided by the festival, and volunteers will provide a donation sticker to each contributor. Following each collection, the festival banker will collect excess change from the hats. In between the volunteers will help distribute the popular program guide to attendees. (5 volunteers per shift)

## **CHILDREN'S AREA**

Are you a kid at heart? Nurture children's creativity by helping them with a variety of fun activities, including chalk drawing, bubble blowing, jazz related activities and more. Volunteers will also be responsible for ensuring the safety of the children. The expanded family area will be run by Wharton's Inner Circle of Friends. (1-2 volunteers per shift)

## **GREEN ROOM**

Performers and volunteers will have access to the festival green room. The green room will be a cool and secure place for musicians to warm up, leave their instrument cases and grab snacks and beverages. Volunteers will be responsible for greeting performers and volunteers, keeping the green room neat and tidy, restocking food and beverage and keeping an eye on the performers/volunteers belongings. The green room must be staffed at all times. (2 volunteers per shift)

## **RESERVED SEATING USHER**

Sponsors, Friends of East Lansing Jazz and volunteers will have access to special seating in front of the stage. Volunteers will check in these special guests to the roped-off area by asking to see their special-access button. (2 volunteers per shift)

## **MSU EDUCATION STAGE**

The MSU Education Stage is the newest addition to the SSJF. Volunteers will work directly with the Education Stage Manager setting the stage before and after each performance. This will include moving chairs and music stands. (1 person)



“Like” the Summer Solstice Jazz Festival Facebook page and get updates on performances, food vendors, the children's area and much more!  
[www.facebook.com/summersolsticejassfestival](http://www.facebook.com/summersolsticejassfestival)