



Volunteer Application

Volunteers are needed October 27 and 28, 2017

Please fill out and return this form by September 29, 2017,
to the following address:

Lisa Pierson, Volunteer Coordinator

West Virginia Book Festival • 123 Capitol Street, Charleston, WV 25301
304-343-4646, ext. 1273 • lisa.pierson@kanawhalibrary.org • www.wvbookfestival.org

Please print clearly

Name _____ Email _____

Street Address _____ City, State & Zip _____

Phone (home) _____ (work) _____ (cell) _____

Please check all days and times that interest you, even if they overlap. You will be mailed a letter in early October with information about your assignment. We will make every effort to give you your first choice, but we may need you somewhere else.

Used Book Sale Set Up on Friday, October 27. Please note that this job is quite strenuous and requires not only lifting and unpacking large boxes of books, but also walking and standing for long periods of time. Volunteers are greatly needed and appreciated, but please keep these physical requirements in mind.

9:00 to 11:30 a.m.

11:00 a.m. to 1:30 p.m.

Used Book Sale on Saturday, October 28. Most volunteers will assist in the checkout process by tallying items and bagging/boxing. Most, if not all, of your shift(s) will be spent standing and lifting. Determining how to charge items is necessary, and a training session may be required for new recruits (more info to follow). Other duties include carry-out service for multi-box purchases, assisting in the Collector's Corner and straightening books on tables.

7:30 to 11:30 a.m.

11:30 a.m. to 2:30 p.m.

2:30 to 5:30 p.m.

5:30 to 7:30 p.m.

Word Play (children's activities) on Friday, October 27 and Saturday, October 28. Duties: Helping children with simple crafts, assisting with children's programming such as set up, counting attendance, etc.

Friday:

10:30 a.m. to 1:00p.m.

1:00 to 4:00 p.m.

4:00 to 6:30 p.m.

Saturday:

8:30 to 11:30 a.m.

11:30 a.m. to 2:30 p.m.

2:30 to 5:30 p.m.

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Programs, Readings and Workshops on Friday, October 27 and Saturday, October 28. Duties: Assisting in the meeting rooms in various ways, such as taking attendance or serving as a contact for audience inquiries.

Friday: 9:30 a.m. to 12:30 p.m. 12:30 to 3:30 p.m.

Friday (cont.) 3:00 to 5:30 p.m. 6:00 to 9:30 p.m.

Saturday: 9:30 a.m. to 12:30 p.m. 11:00 a.m. to 2:00 p.m.

Saturday (cont.) 12:30 to 3:30 p.m. 2:30 to 5:30 p.m.

Information Tables on Friday, October 27 and Saturday, October 28. Duties: **At the information table in the lobby**, greeting and helping people with directions within the Civic Center and around Charleston; answering questions about the Festival schedule.

Friday: 8:30 a.m. to 12:00 p.m. 12:00 to 3:00 p.m. 3:00 to 7:30 p.m.

Saturday: 7:30 to 11:00 a.m. 11:00 a.m. to 2:30 p.m. 2:30 to 6:00 p.m.

Guest Assistance on Friday, October 27 and Saturday, October 28. Duties: **At various locations throughout the Civic Center**, greeting and helping people with directions within the Civic Center and around Charleston; answering questions about the Festival schedule. This will require walking and standing for long periods of time. Volunteers are greatly needed and appreciated, but please keep these physical requirements in mind.

Friday: 8:30 a.m. to 12:00 p.m. 12:00 to 3:00 p.m. 3:00 to 7:30 p.m.

Saturday: 7:30 to 11:00 a.m. 11:00 a.m. to 2:30 p.m. 2:30 to 6:00 p.m.

Signature required:

I will not hold the West Virginia Book Festival or its sponsors liable for any injuries sustained while volunteering.

Please print name _____

Signature _____ Date _____