

2010 Stages, Sights, and Sounds Volunteer Registration Form

Chicago
Humanities
Festival



INSTRUCTIONS

1. Please print this form.
2. Read the job descriptions below to determine your volunteer preference.
3. Complete the second page of this form. Make sure to indicate when you are available to volunteer on the calendar provided.
4. Return this form by e-mail, mail, or fax.
5. After we receive your completed form, you will receive a written confirmation in the mail. Your House Manager will contact you to confirm your assignment 1 week prior to the Festival.

JOB DESCRIPTIONS

TICKET DESK VOLUNTEERS

Requirements:

- Pleasant Demeanor
- Able to quickly sort, count and organize large numbers of tickets

Responsibilities:

- Help the House Manager set up the ticket table before programs
- Sell tickets
- Distribute will-call tickets
- Complete settlement sheets that account for all ticket sales and program attendance
- Maintain the cash box

USHER/CROWD MANAGER VOLUNTEERS

Requirements:

- Pleasant Demeanor
- Able to be on your feet for an extended period of time

Responsibilities:

- Direct patrons to the program space
- Form lines for will-call, ticket purchase, and program entrance
- Tear tickets and help patrons locate available seats
- Assist and direct the arrival, seating, and departure of school groups
- Make sure the program area is clear of people and debris 10-15 minutes after the program

FREE TICKETS

Volunteers are entitled to two free Festival tickets for each program worked (8 tickets maximum).

- After you receive your written confirmation letter with your volunteer assignment(s), call the CHF ticket office at 312-494-9509 to redeem your tickets. The ticket office will have a record of your free tickets.
- Volunteer tickets are not redeemable online, nor can they be redeemed onsite on the day of a program.
- Volunteer tickets must be reserved at least 48 hours in advance of a program.
- Many programs sell out quickly. If there are programs you really want to attend, we strongly suggest you buy a ticket.

COMPLETED REGISTRATION FORMS

- When all required information on the reverse side of this form is complete e-mail, mail or fax the form to:
Volunteer Program
Chicago Humanities Festival
500 N. Dearborn Street, Suite 825
Chicago, IL 60654
Fax: 312-661-1018 Email: volunteer@chfestival.org
- All volunteer assignments are scheduled on a first-come, first-served basis. Please return your information as soon as possible. If mailing, keep a copy for your reference.

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PERSONAL INFORMATION

Name : Mr./Ms./ Mrs. (circle one)

Address:

City:

State:

Zip:

Day Phone:

Evening Phone:

Cell Phone:

Email:

Check here if this is a new address.

Check here if you are a new Festival Volunteer.

GROUP INFORMATION

A group is considered two or more volunteers. We can only assign groups of 2-4 volunteers per venue assignment. For larger groups, we can assign Festival venues that are in close proximity and at the same time.

Volunteers in your group:

Organization (if applicable):

PREFERRED ASSIGNMENT INFORMATION

Please read the job descriptions on the reverse side of this form BEFORE checking your preferred volunteer assignment.

Ticket Desk

Usher/Crowd Manager

No Preference

*****Please note that preferences are based on availability and are not guaranteed *****

FESTIVAL AVAILABILITY

- Check the boxes designating the dates and times you are available to volunteer
- Each volunteer shift lasts 2-6 hours and includes on-site training at the beginning of the shift
- Please do not volunteer for programs you wish to attend. As a volunteer, your help will be needed before, during and after programs
- If a shift time is located at more than one venue please circle the venue you would prefer

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				4/29	4/30 <input type="checkbox"/> 6:00P-8:30P (R)	5/1 <input type="checkbox"/> 11:00A-1:30P (R)
5/2 <input type="checkbox"/> 11:00A-1:30P (R)	5/3 <input type="checkbox"/> 9:00A-11:30A (R)	5/4 <input type="checkbox"/> 9:00A-11:30A (R)	5/5 <input type="checkbox"/> 9:00A-11:30A (R)	5/6 <input type="checkbox"/> 9:00A-11:30A (JL) <input type="checkbox"/> 9:30A-12:00P (R) <input type="checkbox"/> 6:00P-8:30P (R)	5/7	5/8 <input type="checkbox"/> 2:00P-4:30P (JL) <input type="checkbox"/> 6:00P-8:30P (JL) (R)
5/9 Mother's Day NO PROGRAMMING	5/10 <input type="checkbox"/> 9:00A-1:30P (JL)*	5/11	5/12 <input type="checkbox"/> 9:00A-1:30P (JL)*	5/13 <input type="checkbox"/> 9:00A-1:30P (JL)*	5/14 <input type="checkbox"/> 6:00P-8:30P (JL)	5/15 <input type="checkbox"/> 9:00A-12:30P (JL) <input type="checkbox"/> 2:00P-4:30P (JL) <input type="checkbox"/> 6:00P-8:30P (JL)
5/16 <input type="checkbox"/> 11:00a-1:30p (JL) <input type="checkbox"/> 12:00p-4:30p (B) <input type="checkbox"/> 4:00P-6:30P (JL)	Please complete all information on this side of the registration form and return to: Volunteer Program Chicago Humanities Festival 500 N. Dearborn Street, Suite 825 Chicago, IL 60654 Fax: 312-661-1018 E-Mail: volunteer@chfestival.org			(R) Redmoon Central- 1463 W. Hubbard St., Chicago (M) Museum of Contemporary Art- 220 E. Chicago Ave., Chicago (JL) Josephine Louis Theater at Northwestern University- 20 Arts Circle Dr., Evanston (B) Mary and Leigh Block Museum of Art- 40 Arts Circle Dr., Evanston * Shift covers 2 programs		