

BUFFALO BOOK FAIR 2007

VOLUNTEER FORM

JOIN US IN A CELEBRATION OF READING and LITERACY

| | | |
|--|-----------------------------------|--|
| Name: | | |
| Address: | | |
| City: | State: | Zip: |
| Day Phone: | Evening Phone: | Emergency Phone Contact: |
| E - Mail: | Parking Needed: ___ Yes ___ No | T - Shirt Size: Please Select ___ Medium ___ 2X - Large ___ Large ___ 3X - Large ___ X Large |
| If volunteering as part of a Corporation Volunteer program please list company: | | |

Please Indicate the days and hours that you can volunteer. Please note that your assignments will be scheduled during the time for an activity/event. You may volunteer for more than one shift.

Volunteer Descriptions [click here](#).

Friday July 6 – Literary Reception

(limited amount of volunteers needed)

Set up, guest desk/collect tickets, host/hostess, clean up

___ July, 6, 2006 -Friday Gala 5 pm – 9pm

___ July 6, 2006 – Friday Gala 9:00 pm – 11:30 pm

Saturday July 7, 2007 – Book Fair

Author Events (Day of Festival) *Several Volunteers Needed

Tent Captains 5 - 6 people needed to oversee administration of the Presentation Pavilions, Book signing Tents and Library Events (panel discussions and seminars)

Shift A -10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

Author Readings in Tents - Audience Coordinator

(1 – 2 people per tent per presentation)

Shift A -10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

All shifts _____

Seminars (In door activity – Library) Audience Coordinator

(2 per event)

Shift A -10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

All shifts _____

Please mail to: Buffalo Book Fair /PO Box 21 /Buffalo,N.Y./14205

Fax: 716 – 881 – 0683 or Email to info@buffalobookfair.com

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Panel Discussions (In door activity – Library) Audience coordinator

Shift A –10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

All shifts _____

Book Signing Tent

Shift A –10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

All shifts _____

Host and Hostess – Primary duty is to provide exemplary customer service to authors and presenters

Shift A –10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

All shifts _____

Greeters/Customer Service Assistance

Shift A –10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

All shifts _____

Raffle Ticket Sales- Volunteers sell raffle tickets at Buffalo Book Fair tent

Shift A –10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

All shifts _____

Administration/Information Table – Book Fair Official Sign in

Shift A – 9:00 am - 12:00 pm _____

Shift B – 11:30 pm - 2:30 pm _____

Shift C - 2:00 pm - 5:00 pm _____

Shift D – 4:30 pm – 7:00pm _____

All shifts _____

Author and Media Service

Shift A –10:00 am - 2:00 pm _____

Shift B - 1:00 pm - 5:00 pm _____

Shift C - 4:00 pm - 7:00 pm _____

All shifts _____

Logistics (include set up and cleanup)

Shift A - 8:00 am – 11:00 am _____

Shift B –10:00 am - 2:00 pm _____

Shift C - 1:00 pm - 5:00 pm _____

Shift D - 5:00 pm - 8:00 pm _____

By signing below, I hereby voluntarily release and discharge the Buffalo Book Fair Committee, Festival sponsors and the City of Buffalo from any property damage or personal injury arising in connection with my participation at the Buffalo Book Fair. I also confirm that I have never been convicted of a violent crime, child abuse, and child pornography, kidnapping, rape or a sexual offense.

Signature _____

Date: _____