



OCEANSIDE
DAYS OF ART

CALL FOR VOLUNTEERS

WHAT: The 18th Annual OCEANSIDE DAYS OF ART

WHEN: APRIL 17th & 18th, 2010 10:00 AM - 5:00 PM
(4 Hr. Shifts available 6:00 AM through 8:00 PM both days for various venues)

WHERE: In and about the Oceanside Civic Center from the Coast Highway to Ditmar, along Pier View Way

WHY: The Oceanside Days of Art Event needs volunteers to set up and tear down the venue, assist Artists with set ups and breaks, Staff the Command Center and Information Booth, help with the Kid's Art and the High School Art Exhibit, staff barricades to direct folks, general grounds maintenance and other special events.

WHO: **YOU! We can't do it without YOU!**

E-mail, mail or call Jay Bretney, the Volunteer Chair for the Oceanside Days of Art at jaybretney@sbcglobal.net. 3808 Vista Campana So., No. 38, Oceanside, CA 92057, 760-722-3050. Ask for Description of Duties and a Volunteer Application Form.

EVERY VOLUNTEER WILL RECEIVE AN OCEANSIDE DAYS OF ART TEE SHIRT THE DAY OF THE EVENT. **THANK YOU!**

Job Description: HELP SET UP SAT.A.M & TAKE DOWN SUN.P.M.

In the morning help the artists find where they should be setting up. There is a map at the Barricade on the East. end of Pier View Way. Assist artists unloading and setting up with their booths. Some artists will not require help.

At the end of the day on Sunday, help the artists take down their displays. Some artists will not require help. Pick up trash around all areas. Run any errands the event organizers may have for you

Job Description: BARRICADE DUTY

Inbound artists area to use only the Eastern most Pier View Way street entrance. They will be checked in, and directed to their booth location with a large map that will be there. There will be 2 volunteers at this location. The other 4 Street Barricades are OUTBOUND only for Artists and Vendors who have unloaded or loaded their art work and booth materials. You must direct people to the correct entry way. Event visitors should be asked to remain outside the barricades until after all vehicles are removed at 9:30 each morning. After that happens, Event Organizers will move in Vehicles to support the street barricade and it need not be manned. At the end of the day, again, artists and vendors must enter from east Pier View Way and the barricades will need to be staffed. Duty times are from 6 am to 10 am Sat. and Sun. and Sun. from 5 to 8 pm.

Job Description: ARTIST BREAKS

During the day go to every artist and ask if they need for you to stay with their booth while they go to the restroom or get food. Pick up trash around the area if you see any.

Job Description: INFORMATION BOOTH

Give out the Oceanside Days of Art Event Program, which you should familiarize yourself with. Answer any questions; most answers are in the Program. Sell Tee Shirts. Encourage people to fill out a mini-form to get more information about Oceanside Cultural Arts Foundation Events, or to sign up to volunteer for 2011, or become part of the organizing committee.

Job Description: PERFORMING ARTS VENUES

In the mornings, several volunteers need to station themselves in the Civic Center parking garage where 6 spaces are reserved for the entertainment. You will ask all others to not park in these spaces. You will assist the performers with any unloading they have to do. Keep red cones in the spaces when not occupied by performers loading or unloading. At the stage locations, ask to assist with any set up required or take down after segments are done. Pick up any trash in the Performing Venue area. Assist people with seating. Help in chair moving as directed by event organizers for specific performances. Hand out Programs.

Job Description: HIGH SCHOOL ART EXHIBIT VENUE

This years location will be noted on a map made available later. Look for the signage for this event. Once there familiarize yourself with the venue and speak to one of the event organizers there such as Diane Adams. Act as a HOST or HOSTESS, greeting people and thanking them for coming out of their way. Tell them to enjoy the Exhibit and not to forget to sign up for a FREE raffle.

Job Description: GROUNDS MAINTENANCE

Grounds maintenance should ensure that the streets stay clean; Pick up all trash as you see it. Spend time at all locations where food is being sold, at the food court in the Parking Lot of Star of the Sea, and in the Performing Art Stage areas. If you see any extreme spillage or broken glass or anything hazardous, report it immediately at either the Command Center or the Information Booth.

Job Description: COMMAND CENTER

Check Volunteers IN & OUT. Make sure that their signatures are on file for the Waiver of responsibility. Make sure Volunteers physically sign IN with their name and time and sign OUT with their name and time. Make sure each Volunteer gets one (only) Tee Shirt. Make sure the VOLUNTEER name tag is made out with the volunteer's first name only and that they are wearing it. Secure the area in City Hall.

Volunteer Information Form

18th Annual Oceanside Days of Art - April 17th & 18th, 2010

Thank you for becoming a volunteer at the 18th Annual Oceanside Days of Art, Saturday and Sunday, April 17th and 18th, 2010. Please fill in the form below. You may return this form by Email to jaybretney@sbcglobal.net or by mail to Jay Bretney, 3808 Vista Campana So., No. 38, Oceanside, Ca. 92057. Call Jay at 760-722-3050 with any questions.

Please print legibly!

Name: _____
Age: (If under 18) _____
Email Address: _____
Address: _____
_____ City & State: _____ ZIP
code: _____
Home Phone: _____ Work Phone: _____ Other: _____
_____ Check YES here if you want to be on the Mailing List for the Oceanside Cultural Arts Foundation

Best Day(s) and Preferred Times for you to work (Shifts are generally 4 hours):
Saturday A.M. _____ Saturday P.M. _____
Sunday A.M. _____ Sunday P.M. _____

Please Check all the areas that you would enjoy working at, or indicate your willingness to be assigned anywhere, as needed.

Help Set Up (Sat.6:00 – 10:00 A.M.) _____	Help Take Down (Sun. 4:00 –8:00 P.M.) _____
Staff Information Booth _____	Kid's Hand's-On Art Venue _____
Staff Command Center in City Hall _____	General Grounds Maintenance _____
Assist Artists with Breaks _____	Staff Street Barricades _____
High School Art Venue _____	
Performing Art Venue (Stages) _____	

I will work wherever I am assigned _____ (Thank You)

Please make sure that you have read and understand this disclaimer. THANKS for volunteering.....we couldn't do it without YOU!

I waive any right, claim, claim of responsibility or liability, or causes of action arising as a result of my volunteering for the Oceanside Days of Art, on April 17th and/or 18th, 2010, from which any liability may or could accrue against the City of Oceanside or the Oceanside Cultural Arts Foundation, or the employees or representatives of these agencies. This waiver shall include any rights, claims, claims of responsibility or liability or causes of action resulting from death or personal injury to myself or damage to or loss of my property sustained in connection with my activities while volunteering with these agencies, and agree to indemnify the City of Oceanside and the Oceanside Cultural Arts Foundation and it's employees and representatives, collectively or individually, from such claims.
Have you ever been convicted of a Felony? _____ Yes or _____ No

(Signature)

(Date)

(Parent/Guardian signature - for those Volunteers under the age of 18 years) (Date)