

VOLUNTEER SIGN-UP FORM

Equine Affaire—W. Springfield, MA—November 10-13, 2016

Please return this form by September 30th to:

Lori Helsel
Equine Affaire, Inc.
2720 State Route 56 SW
London, OH 43140

Phone: (740) 845-0085 Ext. 107
Fax: (740) 845-2879
lhelsel@equineaffaire.com

Name: _____ Year of Birth: _____

Address Line1: _____

Address Line2: _____

City: _____ State: _____ Zip: _____

Phone: _____
Home: _____ *Cell:* _____

Number of times you have volunteered at Equine Affaire: _____ Interested in working how many shifts? _____

E-mail: _____ T-Shirt Size: _____

Please circle the block below that best describes your level of experience with horses.

None	Novice	Intermediate	Advanced	Expert
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Circle the shifts you are willing to work during each of the pre-event and event days. Please understand that these are approximate timeframes that will be followed as closely as possible. In order to volunteer at Fantasia, you must be signed up to work at least one shift (2 hours) during the day. Volunteer hours for Fantasia will earn free admission to Fantasia, but do not count towards free admission to Equine Affaire.

DAILY WORK SHIFTS

There are limited set-up positions available. Please mark a 2nd choice.

TUESDAY	10–4PM SET UP						
WEDNESDAY	10–6PM SET UP	6-9PM	Fantasia Rehearsal				
							Fantasia
THURSDAY	8–12 PM	11–3 PM	12–4 PM	1–5 PM	2–6 PM	3–7 PM	7-10 PM
FRIDAY	8–12 PM	11–3 PM	12–4 PM	1-5 PM	2–6 PM	3–7 PM	7-10 PM
SATURDAY	8–12 PM	11–3 PM	12–4 PM	1–5 PM	2–6 PM	3–7 PM	7-10 PM
SUNDAY	8–12 PM	11–3 PM	12–4 PM	1–5 PM	5–7 PM		
					TEAR DOWN		
NOTE: You will need to report to the Volunteer Office 20–30 minutes before each shift.							

The following is a list of some of the jobs that we will be filling with volunteers at the event. Please indicate the jobs you believe you would be best suited to fill...and indicate the order of your preference by writing in "1" for your first choice, "2" for your second choice, "3" for third choice, etc. We cannot guarantee that you will be assigned to any job in particular, but we try to assign volunteers based on their preferences and abilities. **Please note that, to assist as a volunteer, you must be available to volunteer a minimum of two shifts (a total of four hours) during the course of the event which includes set up and tear down days.**

Set up of the event on Tuesday/Wednesday: _____

Set up may include standing, walking, and stretching for a full shift, as well as frequent lifting and bending. Some lifting may be considered heavy. Jobs may include: hanging banners, putting up static clings on doors, setting out shopping bags, folding t-shirts/apparel at the Affaire-Wear booth, assisting in setting up and cleaning vinyl fencing for clinic/demo rings, taping down roofing paper for walkways in the Breed Pavilion, and moving equipment and supplies around the site.

During the event (Thursday through Sunday):

- Assisting Equine Affaire staff working in the Information Booth _____
- Distributing free event programs on foot at entrance gates _____
- Assisting with securing doors in buildings or entrance to parking lots _____
- Assisting with set up of round pens, jumps, and other clinic equipment _____
- Cleaning & rebedding stalls after they are vacated –FRI & SAT 8-12 ONLY _____
- Assisting with Horse Rotations in the Breed Pavilion _____
- Assisting in the Affaire-Wear booth selling EA apparel and souvenirs _____
- Assisting attendees with raffle entries on computers at the Raffle Center _____
- Assisting with youth-related activities in the YP/Equine Fundamental Forum _____
- Taking tickets from advance ticket holders at main entrance _____

Strike of the event on Sunday (5:00–7:00pm): _____

Strike may include standing, walking, and stretching for a full shift, as well as frequent lifting and bending. Some lifting may be considered heavy. Jobs may include: taking down banners or static clings, folding t-shirts/apparel at the Affaire-Wear booth, assisting in tearing down vinyl fencing for clinic/demo rings, moving equipment and supplies around the site.

Additional Comments/Notes:

I understand volunteer shifts are each two hours in length and that in exchange for volunteering for two shifts I will receive admission to Equine Affaire on two days. If I volunteer for three shifts, I will receive admission to Equine Affaire on three days, and if I volunteer for four shifts I will receive admission to Equine Affaire on four days plus an official Equine Affaire souvenir. I also understand that I am neither required to work as a volunteer any additional hours or shifts nor will I be asked or permitted to work more than four shifts or eight hours. **I understand that because of the nature of much of the work that volunteers are asked to do, we cannot accept individuals who are under 18 years of age for most volunteer positions. The only volunteer jobs available for younger volunteers, ages 12 - 17, are cleaning stalls, assisting in the Youth Pavilion, and Program Distribution at the gate. The Volunteer Coordinator may require a parent to accompany a young volunteer. Youth Groups that are interested in volunteering are asked to please contact the Volunteer Coordinator for more information.**

Signature of Volunteer Applicant

Date