

VOLUNTEER SIGN-UP FORM

Equine Affaire—Columbus, OH—April 13-16, 2023

Please return this form by February 24th 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 Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Phone: *Home:* _____ *Cell:* _____

Number of Years 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 timeframes that you are available 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 event, you must be signed up to work at least one shift (2 hours) during the day. Volunteer hours for Fantasia will allow free admission to Fantasia, but does not count towards free admission to Equine Affaire event.

DAILY WORK SHIFTS

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

TUESDAY	11 –5PM - SET UP							
WEDNESDAY	10 –6PM - SET UP		6-9PM – FANTASIA REHEARSAL					Fantasia
THURSDAY	8AM–12 PM	11AM–3 PM	12–4 PM	1–5 PM	2–6 PM	3–7 PM	6:30-10 PM	
FRIDAY	8AM–12 PM	11AM–3 PM	12–4 PM	1-5 PM	2–6 PM	3–7 PM	6:30-10 PM	
SATURDAY	8AM–12 PM	11AM–3 PM	12–4 PM	1–5 PM	2–6 PM	3–7 PM	6:30-10 PM	
SUNDAY	8AM–12 PM	11AM–3 PM	12–4 PM	1–5 PM	5–7 PM	TEAR DOWN		
NOTE: You will need to report to the Volunteer Office 15–20 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 will try to assign volunteers based on their preferences and abilities.

Set up of the event on Tuesday & Wednesday: _____

NOTE: Set up may include standing, walking, and stretching for full shift, as well as frequent lifting and bending. Some lifting may be considered heavy.

Tasks may include: Hanging banners, putting up static clings on doors, distributing shopping bags, assisting in setting up and cleaning vinyl fencing for demo rings, and moving equipment and supplies around the site.

During the event (Thursday through Sunday):

- Assisting Equine Affaire staff working in the Marketplace _____
- Distributing free event programs on foot at entrance gates and clinic arenas _____
- Assisting with door security within the buildings and parking lots _____
- Assisting with set up of round pens, jumps, and other clinic equipment _____
- Cleaning & re-bedding stalls after they are vacated—FRI & SAT MORNINGS _____
- Assisting with Horse Rotations in the Breed Pavilion _____
- Assisting with youth-related activities in the Equine Fundamentals Forum _____
- Taking tickets from advance ticket holders at Gate 3 _____

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

- Taking down sponsor banners _____
- Taking down vinyl fencing from demo and presentation rings _____
- Assisting in retrieving EA equipment or miscellaneous tasks as needed _____

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 with youth activities, 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

****SHIFT SCHEDULES AND OTHER INFO WILL BE MAILED OR EMAILED OUT TO EACH VOLUNTEER APPROXIMATELY TWO WEEKS PRIOR TO THE EVENT****