

# VOLUNTEER SIGN-UP FORM

## Equine Affaire—Columbus, OH—April 11–14, 2024

Please return this form by February 26th 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 2<sup>nd</sup> choice.*

<b>TUESDAY</b>	11 –5PM - SET UP						
<b>WEDNESDAY</b>	10 –6PM - SET UP		6-9PM – FANTASIA REHEARSAL				
						<b>Fantasia</b>	
<b>THURSDAY</b>	8–12 PM	11–3 PM	12–4 PM	1–5 PM	2–6 PM	3–7 PM	6:30-10 PM
<b>FRIDAY</b>	8–12 PM	11–3 PM	12–4 PM	1-5 PM	2–6 PM	3–7 PM	6:30-10 PM
<b>SATURDAY</b>	8–12 PM	11–3 PM	12–4 PM	1–5 PM	2–6 PM	3–7 PM	6:30-10 PM
<b>SUNDAY</b>	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 **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, folding t-shirts/apparel at the Affaire-Wear booth, assisting in setting up and cleaning vinyl fencing for 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 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 \_\_\_\_\_

Additional Comments/Notes:

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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