



University of Arizona Campus • March 13-14, 2010 • TucsonFestivalofBooks.com

Tucson Festival of Books

March 12 - 14, 2010

Volunteer Handbook 2010

Welcome and thank you for getting involved with the Tucson Festival of Books. We are looking forward to working with you and know that a successful Book Festival could not be hosted without your energy and support.

General Information:

- Review volunteer job descriptions to select your area of interest.
- Register to volunteer online at: www.tucsonfestivalofbooks.org.
- Deadline: submit your completed form online by February 26, 2010.
- Sign up early to get your preferred volunteer job and shift. Shifts will close as they are filled.
- You must be 18 years of age or older to volunteer.
- You may sign up for more than one job/shift, but please be careful...you can only be at one place at a time. (Allow yourself time to enjoy and participate in the Festival.)
- Contact Information: It's essential that you provide a phone number and email address on the volunteer form where you can be reached by the Event Chair to confirm your assignment. Email is the preferred method of contact by Event Chairs, as they may need to reach numerous people in a short period of time. Thus, provide an email address that you check often. When you receive an email from the Book Festival or your Chair, please respond as soon as possible.
- Shift hours vary according to volunteer job. Check your area of interest for specific shift times (includes overlap time between shifts).

Festival Set-up Friday, March 12th 7:30am - 2pm
Author's Table Friday, March 12th 5pm - 7:30pm
Book Festival Saturday, March 13th 6:30am - 6pm
Book Festival Sunday, March 14th 6:30am - 6pm
Festival Clean-up Sunday, March 14th 4:30 - 8pm

Check-in:

Check-in for all volunteers (other than Children's volunteers) will be in the University of Arizona Heritage Room (ground level next to AZ Memorial Room)

Check-in for all Children's area volunteers will be in the lobby of the College of Education

Check in 15 minutes early for your volunteer assignment. You will receive your official Festival T-shirt in the Volunteer Room at check-in

What to Wear:

Your volunteer T-shirt, which you will receive upon check-in at the Festival

Comfortable slacks/jeans, shorts, capris or skirt

Comfortable shoes.....be prepared to stand &/or walk!

Sun visor or hat and sunscreen (according to weather conditions)

Valuables should be left at home - - there is no security provided for purses, briefcases, or purchases.

Training:

The Festival website includes general information that should be reviewed in advance - - such as Festival maps, schedule of events, and parking information. The Festival 'Program Guide' will be published in the AZ Daily Star on March 7th - - study it thoroughly in advance of shift.

Some jobs require additional training. Thus, some volunteers will also be responsible for learning extra information. The Chairperson for your job

assignment will get in touch with you if there is special training or information you need prior to the Festival.

General Expectations:

Enthusiastic and courteous demeanor

Punctuality - - - arrive 15 minutes early for your shift to allow volunteers to pass information from shift to shift.

Proper attire (see 'What to Wear')

Knowledge of the Book Festival and the specific area/s where you will be working

Know your job assignment and shift, and be prepared for the assignment

Know where to park or have other travel arrangements established prior to the Festival

Parking:

All parking at the University of Arizona for the Festival is free

See Festival map for various parking locations

Cancel or Reschedule:

If canceling, please contact your Volunteer Chair AS SOON AS POSSIBLE.

If rescheduling, you must notify your Volunteer Chair as soon as possible but no later than March 1st. Also, please keep in mind that most slots will be filled by that date, so you will need to be flexible about your new job assignment

Thank you very much for volunteering. The Tucson Festival of Books relies on your generous donation of time, energy and support - - - we could not do it without you. Thank you again.

Cece Derickson & Peggy DeWald
Tucson Festival of Books Volunteer Chairmen
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