

Pueblo Grande Museum Auxiliary
Indian Market



VOLUNTEER POSITIONS

Volunteer Coordinator

- Chairperson Liaison to IM Chairperson. Provides direction to volunteers including badge creation and recording of IM attendance
- Volunteers Helps check-in volunteers and directs them to their locations.
Requires good personal skills, standing and sitting

Admissions

- Chairperson Helps arrange for printed admission tickets
- Volunteers Sells entry tickets to market
Requires good personal skills, math and sitting

Appreciation Party

- Chairperson Arranges catering and entertainment for large event
- Volunteers Helps set up tables, chairs, food and other needed items
Requires standing, walking and lifting

Artist Check-in

- Chairperson Makes badges for all artists and provides booth information
- Volunteers Greet artists, hands out badges, and information to artist
Requires working the day prior to event and the mday after. Standing and walking

Booth Sitters

- Chairperson Provides signs for booth sitters to carry
- Volunteers Will watch artist booth so they can step away for a short time.
Requires walking, sitting and ability to carry a light sign

Entertainment

- Chairperson Greets performers and arranges to have water available for them.
Coordinates performance program with Announcer on-site.
- Volunteers Assist chair where needed
Requires- friendly attitude, standing, walking

Exit Survey

Chairperson	Provide a survey and coordinate volunteers to have both visitor and artist fill out survey before leaving the market.
Volunteers	Assist in passing out and collecting surveys Requires standing and walking

First Aid

Chairperson	Attend to medical situations
Volunteers	Able to assist in medical situations Requires certification in CPR and knowledge about handling medical situations

Hospitality

Chairperson	Organize staff and food to be served to volunteers and artist. Food handler's certification recommended
Volunteers	Help with distribution of food Requires standing, walking and lifting

Information

Chairperson	Ensures maps are printed and distributed to information centers.
Volunteers	Pass out maps and give directions and information Requires sitting, standing, walking

Marketing

Chairperson	Work with director and media on publicity Requires knowledge of advertising and PR techniques. Good writing and communication skills.
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Membership

Chairperson	Sell Pueblo Grande Museum Auxiliary memberships
Volunteers	Assist with selling memberships Requires enthusiasm and knowledge about museum, sitting and standing

Parking

Chairperson	Help with arrangements and placement of parking. Coordinate parking attendants.
Volunteers	Direct parking traffic Requires standing and walking

Raffle Collections

Chairperson	Coordinates volunteers and organize items to be raffled. Responsible for delivering raffle items not picked up at market
Volunteers	Help with collecting raffle items from artist and organization Requires walking, standing

Raffle Sales

Chairperson	Help with ordering and selling raffle tickets. Record and post winners
Volunteers	Sell raffle tickets, record and post winners. Call winner if items not collected Requires standing, walking and math skills. Available to selling tickets at various museum events before market.

Security

Chairperson

Provides and works with a professional security company.

Provide recommendations on set-up, parking and site planning

Volunteers

Walking grounds and report potential security issues

Requires walking, standing and communication skills

Signs

Chairperson

Inventory and work with Chairpersons to determine what signs need to be made.

Development of signs and placement with site manager

Volunteers

Help hang and place signs

Requires standing, walking and climbing ladder

Site Manager

Chairperson

Draw, plan and layout for physical structures, parking, signs. Work with museum staff and market director on determining the best layout for meeting city codes.

Volunteers

Help before, during and after market with set up and tear down

Requires standing, walking, lifting. Will need to be available 2 days before market and a day after market



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VOLUNTEER FORM

YES, I would like to join the fun and volunteer for this year's Pueblo Grande Museum Indian Market

- Saturday, December 10, 2016 9:00am - 4:00pm
- Sunday, December 11, 2016 9:00am - 4:00pm

Please contact me at:

Name _____

Mailing address _____ Zip _____

Daytime Phone _____ Evening _____

Email address _____

Mark top three choices (1 = first choice)

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|--------------------------|-------------------------------|
| _____ Admission | _____ Parking |
| _____ Appreciation Party | _____ Raffle Sales |
| _____ Artist Cehck-in | _____ Raffle Collection |
| _____ Auxiliary Booth | _____ Signs for booths |
| _____ First Aid | _____ Trail and Grounds Tours |
| _____ Information Booth | _____ Set-up / Tear Down |
| _____ Marketing | _____ Security |
| _____ Membership | _____ Volunteer Check-in |

Mark preferred day(s) and shift (3-4 hours); Note, we need more Sunday coverage

- _____ Thursday (Set-up only) _____ Friday (Set-up only) _____ Monday (Tear-down only)
_____ Saturday am _____ Saturday pm
_____ Sunday am _____ Sunday pm

Questions? Please email Don Appel at dappelpgma@cox.net