



**OCTOBER 5-13, 2019** 🌱 **du 5 au 13 OCTOBRE 2019**

EASTERN TOWNSHIPS / CANTONS DE L'EST  
 QUÉBEC, CANADA

## VOLUNTEER SIGN-UP FORM

*If you would like to help the Festival and enjoy a great experience at the same time,  
 please complete this form as soon as possible and return it to [judy@celticharmonies.ca](mailto:judy@celticharmonies.ca) .  
 For information, please call (450) 292-3456, ext 230 (Judy)*

### CONTACT INFORMATION

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First Name Last Name

.....

Address

.....

City Province / State Country Postal / Zip Code

.....

Telephone Cell

.....

E-Mail

### GENERAL INFORMATION

Language (s) :  English    French    Other (please specify): \_\_\_\_\_

Age:  17-25    26-35    36-45    46-65    plus de 65

Hobbies, skills, work or volunteer experience that pertains to your offer to volunteer  
 (ie. photography, computer expertise, marketing, working with the public, etc.)

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## PREFERRED TASKS

Please indicate which jobs would be of interest to you. (We will do our best to match your interests with your availability)

### BEFORE THE FESTIVAL

#### FLYER & POSTER DISTRIBUTION

- Flyer and poster distribution
- Researching places to promote the Festival online and placing blurbs

#### VOLUNTEER COORDINATION

- Helping us find, confirm and coordinate a strong team of volunteers.

#### COMMUNICATIONS

- Writing, translating marketing texts & press releases, etc....
- Developing and formatting the daily concert programmes (in Word)
- Media Relations

#### LIAISON WITH THE COMMUNITY

- Liaison with Schools
- Liaison with Merchants (ensuring they know about the Festival and help to promote it)

#### OFFICE HELP

- Taking phone messages, returning calls, taking ticket orders by phone.

#### LABOUR – MISCELLANEOUS

- Example: putting up banners, directional signs, picking up and/or delivering things, etc.

### DURING THE FESTIVAL

#### ON-SITE BOX OFFICE TEAM

*The following jobs begin 90 minutes prior to each concert or 45 minutes prior to each workshop.*

- Ticket Taker (at the door)
- Pre-purchased ticket table (handing out tickets that are pre-paid)
- On-Site Ticket Sales
- Usher / helping people find their seats and collecting contest ballots

#### PHOTOGRAPHER / VIDEOGRAPHER

- at workshops, concerts, music sessions in the local restaurants.

#### DRIVER

- Artist pick up and delivery to/from Trudeau Airport Montréal to/from Knowlton on October 3, 5, 8, 9, 10, 14.
- Chauffeuring locally and/or pick-ups and deliveries locally.

#### LOGISTICS

- Logistics Coordination – Concerts:**  
Ensuring that signage is installed and in place in time for show, that the tables are set up for the box office team, that the sound and light technicians have arrived and are setting up, that the artists show up on time and are well taken care of (hospitality has arrived, they are satisfied with the sound, etc.).
- Coordination – Workshops:**  
Ensuring that signage is installed and in place in time for the workshops, that the room is set-up in the manner provided in the plan, that the artists arrive on time with all they need for their performance and that the workshop begins and ends on time.
- Labour:** Example: putting up banners and directional signs, setting up chairs, etc.

## AVAILABILITY

Please indicate the dates and times when you are available.

Check dates that you are available	Dates available to volunteer	Times when you are available (please be as specific as you can)	Comments
<input type="checkbox"/>	<b>Now:</b> specify dates in comment column		
<input type="checkbox"/>	<b>October 4</b>		
<input type="checkbox"/>	<b>October 5</b>		
<input type="checkbox"/>	<b>October 6</b>		
<input type="checkbox"/>	<b>October 7</b>		
<input type="checkbox"/>	<b>October 8</b>		
<input type="checkbox"/>	<b>October 9</b>		
<input type="checkbox"/>	<b>October 10</b>		
<input type="checkbox"/>	<b>October 11</b>		
<input type="checkbox"/>	<b>October 12</b>		
<input type="checkbox"/>	<b>October 13</b>		

## How to Reach Us

For more information, please contact:

**Judy Fortier, Celtic Harmonies International Festival**

Telephone: (450) 292-3456, ext. 230

Email: [judy@celticharmonies.ca](mailto:judy@celticharmonies.ca)