

Volunteers Needed!
2018 The Southwest Arts Festival® INDIO
January 25, 26, 27 & 28, 2018

Artist Ambassadors, Yellow Receipt Takers, Cashiers, Greeter & Floater

EVENT LOCATION: Empire Polo Club • 81800 Avenue 51 • Corner of Monroe Street & Avenue 51 • Indio CA 92201

Sign Up Today!

Name: _____ **Address:** _____

Phone: _____ **Email:** _____

Circle Day(s) & time available: Thurs. Fri. Sat. Sun.
9:30 AM - 1:30 PM | 1:30 PM – 5:30 PM | All Day

Volunteers receive: 1) 2 free Admission Ticket 2) free parking 3) Keepsake poster and more!

VOLUNTEER JOB DESCRIPTIONS

Artist Ambassadors: This group of volunteers will each be assigned a group or artists. The primary task is to ensure the artists have a pleasant event experience. This includes, but not limited to, offering booth coverage, offering water and snacks and replacement of sales books. You will also double as a concierge for that area. Please familiarize yourself with the layout and know where the restrooms, First Aid, entertainment, food areas and poster sales are. This position requires walking, greeting and overall a higher level of energy.

Yellow Receipt Takers: This group of volunteers are vital to our event. Every yellow ticket is a record of the art sales that day. This is the only way we can in turn charge the artists commission for their sales. This is how we make our revenue. Ticket takers are those volunteers who are not shy about asking for tickets and striking up casual conversation with the exiting attendees. This position requires staying at your post and in a friendly way, collecting and getting the attendees to offer their yellow tickets (not required for food or music cd's). There are only 2 exit gates, one by the front entrance and one by the valet entrance.

Cashiers: Cashiering is a very busy position along with multiple responsibilities. This requires periods of sitting and standing in a very active environment. Those with this experience are high encouraged to apply. After you sign in at the volunteer check in, go directly to the main gate for further instructions. The festival team will give you a short overview of all procedures to include:

•Processing Credit Cards •Tickets Accepted • Cash procedures and ticket distribution • Sell posters

Greeters: Greeters will welcome our patrons and hand them the program and venue map for the festival. The South Gate Greeters will also encourage the patrons to visit the Concierge Booth to enter the FREE raffle. Please familiarize yourself with the layout and know where the restrooms, First Aid, entertainment and food areas are. Greeters are the "all knowing" group in which many questions and directions are asked of them

Floater: Assigned to where needed.

PLEASE RETURN TO: The Greater Coachella Valley Chamber of Commerce

Attn: Guadalupe Fox, 82-921 Indio Blvd. • Indio CA 92201, 760.347.0676 Ext. 131

or FAX: 760.347.6069 www.southwestartsfest.com • Guadalupe.fox@gcvcc.org