



FORK & CORK 2015 VOLUNTEER APPLICATION

Deadline: Thursday, April 30, 2015

Please return this form to: Stacy Love, Volunteer Coordinator
5300 Belt Line Road, Addison, TX 75254
slope@addisontx.gov, Phone: 972-450-2874 or Fax: 972-450-7043

***All volunteers for Friday, May 15 must be 21 years or older; Saturday, May 16 is open to volunteers ages 16 and up.
Volunteers ages 16-17 must be accompanied by an adult and have the adult fill out the form as well.**

NAME: _____ **DATE OF BIRTH:** _____

ADDRESS: _____

STATE: _____ **CITY:** _____ **ZIP:** _____

HOME PHONE: _____ **CELL PHONE:** _____

EMAIL: _____

EMERGENCY CONTACT NAME _____ **TELEPHONE #:** _____

T-SHIRT SIZE: _____

SAVE THE DATE: Volunteer Kickoff Meeting Wednesday, May 6th from 6:30 pm - 7:30pm at the Addison Athletic Club, (3900 Beltway Dr. Addison, TX 75001)

This meeting is mandatory for all new volunteers and strongly encouraged for current Addison volunteers.

___ Yes, I will attend the May 6th Kickoff Meeting in Addison

___ No, I won't be able to pick up my packet at the meeting. Please mail.

How many hours/shifts would you like to work? _____ **Hours** _____ **Shifts**

I am available to work the following shifts **PRIOR TO THE EVENT DAY:** (Please check all that apply.)

	Wednesday, May 13	Thursday, May 14	Friday, May 15
Administration (indoors only)	<input type="checkbox"/> 8:00 am – 11:00 am <input type="checkbox"/> 11:00 am – 2:00 pm <input type="checkbox"/> 2:00 – 5:00 pm	<input type="checkbox"/> 8:00 am – 11:00 am <input type="checkbox"/> 11:00 am – 2:00 pm <input type="checkbox"/> 2:00 – 5:00 pm	<input type="checkbox"/> 8:00 am – 11:00 am <input type="checkbox"/> 11:00 am – 2:00 pm <input type="checkbox"/> 2:00 – 5:00 pm

I am available to work the following shifts **ON THE EVENT DAY:** (Please check all that apply and list in order of preference #1-15.) We will do our best to accommodate each person's request.

	Friday, May 15 (ages 21+)	Saturday, May 16 (ages 16 and up)
___ Kitchen Tent	<input type="checkbox"/> 6:00 – 10:00 pm	<input type="checkbox"/> 12:30 – 3:30 pm <input type="checkbox"/> 3:30 – 6:00 pm <input type="checkbox"/> 6:00 - 10:00 pm
___ Beverage Tent (ages 21+)	<input type="checkbox"/> 6:30 – 10:30 pm	<input type="checkbox"/> 12:30 – 4:00 pm <input type="checkbox"/> 4:00 – 9:00 pm
___ Seminar Tent (ages 21+)	<input type="checkbox"/> 5:30 – 9:00 pm <input type="checkbox"/> 9:00 – 11:00 pm	<input type="checkbox"/> 11:30 am – 3:30 pm <input type="checkbox"/> 3:30 – 7:30 pm <input type="checkbox"/> 7:30 – 9:30 pm
___ The Marketplace	<input type="checkbox"/> 5:30 – 8:30 pm <input type="checkbox"/> 8:30 – 11:00 pm	<input type="checkbox"/> 11:30 am – 3:30 pm <input type="checkbox"/> 3:30 – 7:30 pm <input type="checkbox"/> 7:30 – 11:00 pm
___ VIP Check-In/Guest Services	<input type="checkbox"/> 5:30 – 8:00 pm <input type="checkbox"/> 8:00 – 11:00 pm	<input type="checkbox"/> 11:30 am – 2:30 pm <input type="checkbox"/> 2:15 – 5:15 pm <input type="checkbox"/> 5:00 – 8:00 pm <input type="checkbox"/> 7:45 – 11:00 pm
___ Entrance/Greeters	<input type="checkbox"/> 5:30 – 8:00 pm <input type="checkbox"/> 8:00 – 11:00 pm	<input type="checkbox"/> 11:30 am – 2:30 pm <input type="checkbox"/> 2:15 – 5:15 pm <input type="checkbox"/> 5:00 – 8:00 pm <input type="checkbox"/> 7:45 – 11:00 pm
___ Volunteer Check-In	<input type="checkbox"/> 5:30 – 8:00 pm <input type="checkbox"/> 8:00 – 11:00 pm	<input type="checkbox"/> 11:30 am – 2:30 pm <input type="checkbox"/> 2:15 – 5:15 pm <input type="checkbox"/> 5:00 – 8:00 pm <input type="checkbox"/> 7:45 – 11:00 pm
___ Grilling Experience (ages 21+)		<input type="checkbox"/> 11:00 am - 2:00 pm <input type="checkbox"/> 2:00 – 5:00 pm <input type="checkbox"/> 5:00 – 7:30 pm <input type="checkbox"/> 7:30 – 11:00 pm
___ Information Booth	<input type="checkbox"/> 5:30 – 8:30 pm <input type="checkbox"/> 8:30 – 11:00 pm	<input type="checkbox"/> 11:30 am – 2:30 pm <input type="checkbox"/> 2:15 – 5:15 pm <input type="checkbox"/> 5:00 – 8:00 pm <input type="checkbox"/> 7:45 – 11:00 pm
___ Employee Break Area	<input type="checkbox"/> 5:30 – 8:00 pm <input type="checkbox"/> 7:45 – 11:15 pm	<input type="checkbox"/> 11:30 am – 2:30 pm <input type="checkbox"/> 2:15 – 5:15 pm <input type="checkbox"/> 5:00 – 8:00 pm <input type="checkbox"/> 7:45 – 11:00 pm
___ Floater	<input type="checkbox"/> 5:30 – 8:00 pm <input type="checkbox"/> 7:45 – 10:15 pm	<input type="checkbox"/> 11:30 am – 2:30 pm <input type="checkbox"/> 2:15 – 5:15 pm <input type="checkbox"/> 5:00 – 8:00 pm <input type="checkbox"/> 7:45 – 11:00 pm
___ Pre-Event Gate Monitor	<input type="checkbox"/> 4:00 – 6:00 pm	<input type="checkbox"/> 10:00 am – 12:00 pm
___ Load-In Assistance	<input type="checkbox"/> 11:00 am – 1:00 pm	
___ Sustainability Station		<input type="checkbox"/> 12:00 – 3:00 pm <input type="checkbox"/> 3:00 – 6:00 pm <input type="checkbox"/> 6:00 – 9:00 pm
___ App Instructor (ages 18+)	<input type="checkbox"/> 6:00 – 9:00 pm <input type="checkbox"/> 9:00 – 11:00 pm	<input type="checkbox"/> 12:00 – 3:00 pm <input type="checkbox"/> 3:00 – 6:00 pm <input type="checkbox"/> 6:00 – 9:00 pm <input type="checkbox"/> 9:00 – 11:00 pm

*Times subject to change



Volunteer Assignments

ADMINISTRATION (PRE-EVENT ONLY)

Help Special Event staff with filing, organizing, and inventory control, stuffing envelopes, **answering and returning phone calls**, collateral distribution, packet stuffing and other office duties as needed. This position is only available on Wednesday, May 13; Thursday, May 14; and Friday, May 16 between the hours of 8:00 am - 5:00 pm.

KITCHEN TENT

Volunteers will assist with showing patrons to their chairs, answering questions, helping with clean-up after demos, and generally assisting in kitchen area. Volunteers will check guest credentials and offer directional assistance to manage the seating process. Must be respectful of presenting chefs and help reinforce courteous behavior while chefs are presenting. May be asked to do some light lifting throughout the day such as carrying dirty dishes etc.

BEVERAGE TENT (ages 21+)

Volunteers will assist with setting the audience seating, showing patrons to their chairs, answering questions, passing out samples, setting glasses, helping with clean-up after seminars and generally assisting in the beverage area. Volunteers will check guest credentials and offer directional assistance to manage the seating process. May be asked to do some light lifting throughout the day such as stacking chairs, carrying dirty dishes, etc. **Alcohol will be handled in this area, volunteers must be 21 years or older.**

SEMINAR TENT (ages 21+)

Volunteers will assist with setting the audience seating, showing patrons to their chairs, answering questions, passing out samples, helping with clean-up after seminars and generally assisting in the seminar area. Volunteers will check guest credentials and offer directional assistance to manage the seating process. May be asked to do some light lifting throughout the day such as stacking chairs, carrying dirty dishes etc. **Alcohol will be handled in this area, volunteers must be 21 years or older.**

THE MARKETPLACE

Volunteers will assist with restocking tasting glasses, directing patrons, answering questions, taking tickets and generally assisting in The Marketplace area.

ENTRANCE/GREETERS

Volunteers will assist in greeting guests, passing out programs and other event material, answering questions, hand-stamping guest upon exit, and directing guests as needed. May be required to stand and work in the sun and endure hot temperatures.

VIP CHECK-IN/GUEST SERVICES

Will help check in VIP guests, Hotel Package guests, etc. Will assist in helping pass out welcome info and credentials, thank you gifts, and other perks. Must be friendly, enthusiastic, and helpful to all guests. While a shade tent and stools are provided, may be required to stand and work in the sun and endure hot temperatures.

VOLUNTEER CHECK-IN

Responsible for helping staff check in fellow volunteers working the event. May require walking across festival grounds to escort volunteers to their station. This is a physically active job. Must be flexible and friendly and able to stand and work in the sun and endure hot temperatures.

GRILLING EXPERIENCE (ages 21+)

Volunteers will assist with setting the audience stations, showing patrons to their station, answering questions, helping with clean-up after demos and generally assisting in the grilling area. May be asked to do some light lifting such as stacking chairs, carrying dirty dishes, etc. Grilling area will not be in a shaded area. Must be able to stand and work in the sun and endure very hot temperatures. **Hazardous materials will be handled in this area, volunteers must be 21 years or older.** Note: All handling of grills and charcoal will be done by Addison staff. Volunteers will not be responsible for this task.

INFORMATION BOOTH

Helps patrons by directing them to demo stages, finding restrooms, etc. Answers questions about the event and the Town of Addison and provides assistance in other areas of the event as needed. Must be outgoing, flexible, friendly and able to provide exemplary customer service under all circumstances. While a shade tent is provided, may be required to stand and work in the sun and endure hot temperatures.

EMPLOYEE BREAK AREA

Responsible for monitoring the employee break area to make sure that only event staff are allowed to enter the area. Volunteer keeps the break area clean and calls for assistance when trash bins become full. Keeps snacks and beverages stocked and calls for additional supplies when necessary. Must be flexible and friendly. Works inside and may be required to walk up and down stairs, answer phone calls, and be able to lift cases of water, etc.

FLOATER

Floater are assigned as needed throughout the event and must be flexible and friendly. Assignments may be either indoor or outdoor. (This is a physically active job, must be able to stand and work in the sun and endure hot temperatures.)

PRE-EVENT GATE MONITOR

Responsibilities include monitoring the gate and only allowing in vendors, restaurants, and staff as instructed. (This is a physically active job, must be able to stand and work in the sun and endure hot temperatures.)

LOAD-IN ASSISTANCE

Responsibilities include helping Addison staff pass out parking passes and packets to vendors as they arrive. May also need to help check in the vendors during peak times. (This is a physically active job, must be able to stand and work in the sun and endure hot temperatures.)

SUSTAINABILITY STATION

Volunteers will be responsible for helping patrons correctly dispose of waste into landfill, food waste compost, or recycling. Volunteers will be educated beforehand and will be provided with a list of acceptable items for the respective bins. Volunteers will be able to sit or stand, but may be working in the sun.

APP INSTRUCTOR (ages 18+)

Inform and assist event guests about new mobile apps we have developed to access Town of Addison and Special Events information.

Additional Comments/Suggestions:

I understand and have read this application and if chosen, agree to participate in the event and attend the kick-off opportunity. In consideration for being accepted as a volunteer, I irrevocably grant the Town of Addison and all its employees, sponsors and agents the exclusive right to use my name, likeness, photos or reproduction of my involvement for any purpose, including promotion, advertising, or otherwise. With these rights, I hereby release the Town of Addison and all its employees, sponsors and agents from any and all claims, liabilities and/or damages which may now or in the future arise by reason of such use. Further, I acknowledge that I am/are aware of the risks associated with the participation of this event and on my behalf and that of my heirs', do hereby release the Town of Addison and all its employees, sponsors and agents, from all claims, liabilities and/or damages on account of any personal injury or property damage which may occur from any cause before, during or after the event. My signature authorizes the Town of Addison to perform a criminal background check on me for purposes of volunteering.

Signature of Volunteer _____ **Date:** _____

Parent/Responsible Adult Signature if Applicant is a Minor: _____
Date: _____ **Age of minor:** _____

I understand that I am responsible for the above named minor (ages 16-17 years) during their volunteer work with the Town of Addison. I agree to accompany them to the event to volunteer. To the best of my knowledge, they have no record of any criminal history.