

# WINTER FESTIVAL *and crafts fair*

# Volunteers Needed!

**December 6 & 7**

**10am to 5pm**

The Winter Festival is the PNA's biggest event. For two days, both buildings are filled with food, entertainment and great crafts. It takes lots of volunteers to pull this off and we need your help. Just check your preferences and return this form. There are some volunteer posts that are harder to fill; let us know if you're willing to help wherever you're most needed.

Teens and families welcome!

## **Before the event** (*Indicate your 1st, 2nd and 3rd choice*)

- Bake sale reminder phone calls** (November 28-December 3)
- Occasional and unexpected tasks** (indicate when you are available - days, evenings, weekends)
- Poster distribution** in and around the Phinney area (early November)
- Event Preparations Dec 4-5**, (10-1, 1-4), (signage, booth layout, supplies, etc...)
- Set-up Friday, Dec 5**, (10-1, 1-4, 6-9), (tables, chairs, booth layout, signage, etc...)

## **During the event** (*Indicate preferred day*) Saturday, Dec 6 Sunday, Dec 7 Either Both (*please check preferred jobs and circle all times available*)

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Check-in and Unloading</b> (Fri ~7-9 pm, Sat ~7-9 am)   | <input type="checkbox"/> <b>Bake Sale</b> (9:45-12:30, 12:15-3, 2:45-5:30)          |
| <input type="checkbox"/> <b>Directing Parking</b> (Sat 7-10 am, Sun 8:45-9:45 am)   | <input type="checkbox"/> <b>Box Lunch Prep &amp; Delivery</b> (10 am-1 pm)          |
| <input type="checkbox"/> <b>Admissions</b> (9:45-11:45, 11:30-1:30, 1:15-3:15, 3-5) | <input type="checkbox"/> <b>Popcorn Booth</b> (9:30-11:30, 11:15-1:15, 1-3, 2:45-5) |
| <input type="checkbox"/> <b>Custodial Assistant</b> (11:30-2, 1:45-4:15)            | <input type="checkbox"/> <b>Quilt Ticket Sales</b>                                  |
| <input type="checkbox"/> <b>Clean-up</b> (Sat 5-7 pm, Sun 6-8 pm)                   | <input type="checkbox"/> (9:45-11:45, 11:30-1:30, 1:15-3:15, 3-5)                   |
| <input type="checkbox"/> <b>I WILL DO ANY JOB THAT NEEDS DOING!</b>                 | <input type="checkbox"/> <b>Stage Emcee</b> (mid-day or afternoon)                  |

## **After the event** - **Monday December 8** (9-12, 12-3)

- Signage take down, clean-up and more

***Best chance for your favorite assignment if you respond by November 5th.***

***Scheduling of volunteers takes time - please be patient when waiting for confirmation.***

**Don't forget those baked goods!**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: (preferred method) \_\_\_\_\_

***Your prompt response is appreciated.***

*Send this form to 6532 Phinney Ave. N., Seattle, WA 98103, e-mail: [judith@phinneycenter.org](mailto:judith@phinneycenter.org), or call (206) 783-2244 with questions. Your volunteer assignment will be confirmed by e-mail or snail mail.*