



39th ANNUAL SAN DIEGO JAZZ FEST

www.SDjazzfest.org

Dear Festival Volunteers:

We are currently recruiting positive and energetic volunteers for our 39th Annual San Diego Jazz Fest November 21 through 25, 2018! This festival hosts more than 30 bands and performers entertaining thousands of patrons each year. Our team of dedicated volunteers makes this possible!

Enclosed is a breakdown of positions and requirements. Please, do not volunteer unless you are certain you will be available to fulfill your assignment.

As a thank you, volunteers will receive a one-day wristband to enjoy the festival before and after their assigned shift/s. If you choose to work Friday, Saturday AND Sunday, you will be given a special all-events badge for the entire festival.

AFCDJS members who have their applications in by September 22 will be given first priority. We will continue to accept volunteers through October. Enclosed is a membership envelope for your consideration. Annual members receive a subscription to the Jazz Rambler, monthly concert discounts as well as priority volunteer assignments!

Read the enclosed application carefully. Each Volunteer needs a SEPARATE Application Form.

A pre-festival orientation meeting will be held on Sunday, November 18, 2018. The time, location of meeting and parking information will be provided with your volunteer assignment. We encourage new volunteers to attend, ask questions and have a tour of the Town & Country Hotel.

If you know of others who may be interested in volunteering, please invite them to apply as well. This application can be printed from our website at www.SDjazzfest.org. They can also leave a name and address at the Festival office at (619) 297-5277 to receive by mail.

Thank you for your help! We look forward to seeing all of you again.

Best Wishes,
The AFCDJS Volunteer Committee

Crystal Solsbak
619 316-3393
crystaljazzsociety@gmail.com

Volunteer Assignment Options

All volunteer positions are significant. Please select 2 or 3 positions you are willing and able to fulfill. Please note that we cannot guarantee first choice positions nor will we accommodate venue/band preferences.

Assignments range from 2 to 4 hours in length. Volunteers are welcome to enjoy the music in all venues before and after their shift.

1. **Venue Monitor** – Monitor for safety, check for appropriate admissions badges, and assist our patrons when needed. Report problems to Floor Manager. Standing, walking and good public relations skills needed.
2. **Volunteer Check-in** – Greet and sign-in volunteers, check vests in & out and assist the Volunteer Coordinators with other aspects of volunteer management. Be prepared to fill in for no shows if needed. Volunteer Check-In is a mostly sitting assignment.
3. **Badge Sales** – Work with festival staff to sell admission tickets and disperse ‘will call’ badges during the festival. Good public relations and experience with ticket sales a must.
4. **Society Table** –register new AFCDJS memberships, oversee the festival survey and drawing during the festival. A history with the society and experience with our festival is a plus. The Society Table is mainly a sitting position.
5. **Instrument Storage** – check musical instruments in/out for musicians during the event. Instrument Storage may require some lifting of instrument cases onto shelves.
6. **Band Hospitality Room** – responsible for door monitoring, minor clean-up & keeping the room maintained for our musicians. Standing and walking is needed for this position.
7. **Band Host/Hostess** – New Bands only will receive a hostess this year. Attend to band needs. This position requires walking.
8. **Signs**- Place and remove signs before and after band performances. Requires extensive walking to many different venues, stepping up on platforms and stages, carrying of signs, keeping track of personal schedule.



FESTIVAL VOLUNTEER APPLICATION

AFCDJS PO Box 880387 San Diego, CA 92168-0387 www.SDjazzfest.org 619-297-5277

Festival hours:

Wednesday 7-11pm
Thursday 6-11pm
Friday 10am-11pm
Saturday 9am-Midnight
Sunday 8am-6pm

**Each Volunteer needs a
SEPARATE Application Form.**

**Mail your application
 early!**

Name (please print) _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone () _____

Email (please print clearly) _____

If possible, please schedule during same time window as _____

How you volunteered at the San Diego Jazz Fest in the past? YES / NO (Circle One) _

Are you interested in being a NEW Band Host/Hostess? YES / NO (Circle One)

Are you a festival sponsor? YES / NO (Circle One)

Place a number in the box or boxes below to indicate when and where you are available to work. Indicate your first, second, and third choice of job by a (1), (2) or (3) **each day you wish to work**

DAY	Venue Monitor	Volunteer Check-In	Badge Sales	Society Desk	Instrument Storage	Band Hospitality	Signs
Wed. Between 4:00 & 10:30pm							
Thurs. Between 3:00 & 10:30pm							
Fri. Between 8:30am & 10:30pm							
Sat. Between 8:00am & 10:30pm							
Sun. Between 7:30am & 6:00pm							

Assignments will be mailed **November 1st.**

Provide an emergency contact. Name: _____ Phone # _____ Relationship _____

PLEASE DO NOT WRITE BELOW THIS LINE

DAY	TIME	ASSIGNMENT	REMARKS
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			