Volunteer Sign-Up Form
New Jersey Folk Festival

The New Jersey Folk Festival is an annual, outdoor celebration of the traditional music, crafts and foods of New Jersey. It is produced entirely by students through the American Studies Department at Rutgers University. This year’s festival will be held Saturday, April 26, 2008, 10:00am-6pm, on the Douglass Campus, Eagleton Institute Grounds, George Street and Ryders Lane, New Brunswick. Detailed info can be found on-line at http://njfolkfest.rutgers.edu or call 732/932-5775 for a festival flyer.

WE NEED YOU! The continued success of the festival depends in large part on its 250 volunteers who generously give their time each year. The majority of volunteer positions are for Saturday, but a limited number of volunteer positions are also available for Friday site set-up (day before festival). All volunteers receive a beautiful Folk Festival Volunteer t-shirt. Volunteers who complete a 4-hour shift (or two 2-hour shifts) also receive a boxed lunch (2-hour shifts do not).

Select your top three choices for the areas and shift times where you are most interested in volunteering. Note your choices by writing “1” to signify your first choice, “2” for your second choice and “3” for your third choice in the appropriate spaces. If you are opting to work two 2-hour shifts, give an additional fourth choice (“4”). Please note that while we try to give you your preferred assignment, we cannot guarantee placements in your preferred areas or time slots.

To volunteer, fill out this form, return it to the New Jersey Folk Festival, American Studies Dept., Ruth Adams Building, Douglass College, fax to 732/932-1169, or mail to:
New Jersey Folk Festival
Department of American Studies
Rutgers, The State University of New Jersey
131 George Street
New Brunswick, NJ 08901-1414

(please print clearly)
Name
_________________________________________________________________
Mailing Address
_________________________________________________________________
_________________________________________________________________
Email
____________________________ _______________________________________
Phone Number
______________________________ T-Shirt Size (S, M, L, XL) _______________

I WOULD LIKE TO VOLUNTEER FOR:

Friday Positions
Friday Field Set-up: assist with set-up of tables, chairs, signs, sandwich boards, sound equipment, program boxes, pop-up tents
Friday Shifts: _____10am-2pm  _____ 2pm-6pm  _____5pm-9pm

Saturday Positions
Craft Market: assist with supervision of vendors unloading vehicles, direct automobile traffic on field as crafters arrive on site
Saturday Shift: _____6am-10am  _____6am-8am  _____8am-10am

Food Vendor Check-in: assist with directing to & placement of food vendors in their correct, assigned booth locations
Saturday Shift: _____6am-10am  _____6am-8am  _____8am-10am

Main Check-in: assist with check-in & distribution of info packets to performers, craft vendors, others and direct them to appropriate unloading or parking areas
Saturday Shifts: _____6am-10am  _______9:30am-11:30am  _____11am-1pm  _____12:30pm-2:30pm

Children’s Activities: assist/supervise children (ages 5-12) with simple craft projects, games; be a face-painter, games coordinator
Saturday Shifts: ___10:30am-12:30pm  ___11:30am-1:30pm  ___12:30pm-2:30  ___1:30-3:30  ___2:30-4:30 ___4-6pm

Heritage Area: assist craft demonstrators by helping to explain craft processes to visitors and safeguard demonstrator’s belongings
Saturday Shifts: ____10:30am-12:30pm  ____11:30am-1:30pm  ____12:30pm-2:30  ____1:30-3:30  ____2:30-4:30 ___4-6pm

Stage Assistants: assist staff with stage changes & set-up between acts, moving instruments, props; backstage hospitality for performers, breakdown of stage area at close of festival
Saturday Shifts: ___10:30am-12:30pm  ____11:30am-1:30pm  ____12:30pm-2:30  ____1:30-3:30  ____2:30-4:30 ___4-6pm

Gatehouse & Hospitality Tent: prepare coffee & maintain breakfast supplies for staff and volunteers, help serve boxed lunches, maintain cleanliness of Hospitality Tent & Gatehouse; runners for miscellaneous errands
Saturday Shifts: ______6am-8am  _______8am-10am  ______10am-12pm  ______12pm-2pm  ______2pm-4pm  ______4-6pm

Folk Marketplace Sales/Info: sell performer CDs, publications; provide general festival info
Saturday Shifts: __10am-12pm  ____11:30am-1:30pm  ____1pm-3pm  ____2:30-4:30pm  ____4-6pm  ____5-7pm

Festival Breakdown: help remove equipment from field, break down stage platforms, chairs, tables, signs, sandwich boards
Saturday Shifts: __6pm-8pm