

BOOK BASH VOLUNTEER SIGN-UP FORM
Please complete this form and return it by **October 15, 2007**
Fax: (410) 345-4672 ~~~ Email: linda_murphy@troweprice.com

VOLUNTEERS PAY THE DISCOUNTED RATE OF \$50 TO ATTEND! DON'T FORGET TO BUY YOUR TICKET.

Name: _____

Address: _____

Telephone: (Day) _____ (Evening) _____

Email Address: _____

Based on the descriptions in the attached letter, I will be willing to offer my services in the following volunteer area(s).

- _____ **Hospitality Suite** 3:00-6:00 pm – 2 volunteers
_____ Staff suite, direct volunteers, restock as needed
- _____ **Event Set-Up** 1:00 - 3:00 pm - 10 volunteers
Specific areas: _____ Distributing Books to author stations _____ Placing signs at author & food stations
- _____ **Balloons/Decorations** 2:00 – 4:00pm – 8 volunteers
_____ Blow up balloons, tie w/ribbons & decorate stations
- _____ **Bag /Program Stuffing** 2:00 – 4:00pm - 10 volunteers
_____ Stuff bags w/giveaways, stuff program w/addendums, etc.
- _____ **Door Monitors/Greeters/Ticket Takers:** - 21 volunteers
Greet guests, take tickets, distribute programs & bags, and validate parking
Direct guests to checkouts, validate parking, distribute G&R coupons
Please specify shift: _____ 5:30 - 7:00 pm (11) _____ 7:00 - 8:00 pm (4) _____ 8:00-9:30 pm (6)
- _____ **Cashier Helpers** – 8 volunteers
Assist G&R staff bagging books and fastening coupons to bags.
Please specify shift: _____ 7:00 – 8:00pm(4) _____ 8:00 - 9:30pm (4)
- _____ **Volunteer Check-In:** - 10 volunteers
Check-in volunteers, provide directions & job descriptions
Please specify shift: _____ 2:00 - 4:00 pm (4) _____ 5:00 – 6:30 pm (4) _____ 6:30 – 8:00 pm (2)
- _____ **Author Check-In:** - 5:00 - 6:30 pm - 4 volunteers
Check-in authors, direct to table & assign host
- _____ **Author Hosts:** - 5:00 – 9:00 pm sporadically – 10 - 12 volunteers
Assist 4-8 authors as needed offering beverage & bathroom breaks
- _____ **Ticket Sales/Will-Call:** - 6 volunteers
Assist guest w/ticket purchases & distribute will-call tickets
Please specify shift: _____ 5:30 – 7:00 pm (4) _____ 7:00 – 8:30 pm (2)
- _____ **Literacy Works :** - 4 volunteers
Sell book pins & contribution cards, take information from guests
Please specify shift: _____ 6:00 – 7:30pm (2) _____ 7:30 – 9:00pm (2)
- _____ **Auction:** - 22 volunteers
Set-up, Monitor table & bidding process, close tables, complete paperwork, transport auction items
Please specify shift: Set-Up _____ 2:00 – 4:00 pm (6) Monitoring _____ 6:00 – 7:00 pm (4)
_____ 7:00 – 8:00 (4) Close _____ 8:00 – 9:30 pm (8)
- _____ **Clean-Up:** - 9:00 - 10:00 pm - 12 volunteers
Remove all books & transport to holding area. Gather signs, holders and auction materials.

All volunteers should **arrive 15 - 30 minutes before their shifts** to sign-up at the Volunteer Desk located in the Marble Room through the Charles Street, first floor entrance of the Tremont Grand to receive a brief description of their responsibilities and receive a name tag for entry.

Call Linda Murphy at 410-345-4708 (w) or 410-206-7897 (c) with questions.