

Volunteer Sign Up Sheet



Annual Art Festival, October 2 & 3, 2015

Please return by mail to: TCA, PO Box 385, Tewksbury, MA 01876

Name: _____

_____ Bake (please specify what you will bake) _____

_____ Refreshments (please specify what type of refreshment) _____

_____ Hang art before the show on Friday

_____ Set-up space (hang artwork, move tables) before the show on Friday 3:45-5:00pm.
Please indicate which hour(s) you will be available _____

_____ Take down art at the end of the show on Saturday 3:00-5:00pm.
Please indicate which hour(s) you will be available _____

_____ Distribute or hang flyers 2 weeks prior to the show

_____ Hang signs on telephone poles 1 week prior to the show

_____ Front desk greeter for 2 hours. Please check the box for the time you are available.
 10am-12pm
 12pm-2pm
 2pm-3:45pm

_____ Collect advertising for program book

_____ Usher (to help people find artwork--by grade, type, etc.) Please check the box for the time you are available.
 10am-12pm
 12pm-2pm
 2pm-3:45pm

_____ Donate a door prize. Donate a single item or a whole basket. Suggestions: Adult art materials, children's art materials, gift cards, original artwork, etc. If you are donating only a single item that needs to be added to a basket, please drop it off by contacting Jeannette Waugh at 978-455-9520 or email jwaugh38@mac.com

_____ "Demo" table (Demonstrate your art at a separate table)

_____ Art for Sale – \$25 per space (Bring your own table and sell all your own art)