

# Leimert Park Village Book Fair

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## 10th Annual Leimert Park Village Book Fair

**We Need U!**

### **VOLUNTEERS NEEDED!**

Thank you for your interest in volunteering for the 2016 Leimert Park Village Book Fair, to be held **Saturday, August 20, 2016 (10:00 am – 6:00 pm)**. The Leimert Park Village Book Fair relies heavily upon 75+ volunteers to make the festival a success. Volunteers get to experience the festival behind the scenes, and have a great time supporting our community! As a thank-you, all volunteers receive free parking at the festival, a free t-shirt (please wear khaki, or beige pants or shorts), and refreshments during their shift. We also pass along other freebies as they become available!

To volunteer, please complete the Volunteer application & Agreement form below, and return it to our Volunteer Coordinator via email at [info@leimertparkbookfair.com](mailto:info@leimertparkbookfair.com). You may sign up for as many shifts as you wish. If you'd like to work multiple shifts, check the boxes indicating desired shift assignments.

All volunteers must be 18 years of age or older and an orientation, which ensures that your experience at the festival is enjoyable and successful!

Thanks for your interest in and support of our celebration of the written word.

### **FESTIVAL HISTORY:**

Founded in 2007 by Cynthia E. Exum, the Leimert Park Village Book Fair is produced in partnership with Los Angeles Department of Cultural Affairs, City of Los Angeles, County of Los Angeles. Since its inception this annual book fair has become a much-anticipated cultural tradition in the community providing authors and other participants an opportunity to promote their newest works as well as meet some of their fans up close and personal. Last year, the book fair was a great success with more than 100 authors, writers, storytellers, poets and spoken-word performers participating.

### **FESTIVAL HIGHLIGHTS:**

- Literary Pavilions – Authors' Tent, Publishers' Row, Museum's Row and Sports' Pavilion and the Travel Pavilion  
Performance Stage
- Children's Storytelling Stage featuring celebrity read a-louds along with theatrical performances, educational exhibitors & arts and crafts activities
- Panel Discussions, writing workshops, author meet and greets, book-signings, poetry recitals, film screenings and exhibits.

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## Volunteer Application and Agreement

The Leimert Park Book Fair is approaching and we are in need of dedicated volunteers like you to make it a success. All volunteers must be 18 years of age or older.

### Contact Information

Name:

Address:

City, State, ZIP:

Day Phone:

Cell Phone:

E-Mail Address:

Emergency Contact Name:

Emergency Contact Phone Number:

### Volunteer Information & History

T-Shirt Size:  S  M  L  XL  XXL

Which friend or group are you volunteering with?  
*(Please send your applications together)*

Do you have any special skills or talents?

### Shift Availability

**Please check ALL shifts that you are available to volunteer, AND the total number of shifts desired.**

Friday, August 19, 9:00 pm – 11 pm  Saturday, August 20, **8am-12pm**  
 Saturday, August 20, **10am-2pm**  Saturday, August 20, **10am-2pm**  
 Saturday, August 20, **Noon-4pm**  Saturday, August 20, **3pm-7pm**

### Assignments

**Please mark your assignment preferences below on a scale of 1-5.**  
See Descriptions of Volunteer Assignments on the following page for more information.

<input type="checkbox"/> Author Escorts/Hospitality	<input type="checkbox"/> Demographic Surveys	<input type="checkbox"/> Parking Control
<input type="checkbox"/> Children's Crafts	<input type="checkbox"/> Demonstration Kitchen	<input type="checkbox"/> Recycling Crew
<input type="checkbox"/> Info Booths/Merch Sales	<input type="checkbox"/> Exhibitor Hospitality	<input type="checkbox"/> Storybook Costumes
<input type="checkbox"/> Book Fair Prep/Decorations	<input type="checkbox"/> Hands-On Projects	<input type="checkbox"/> Storybook Costume Escorts

### Volunteer Orientation

\*\*\*\*Orientation is mandatory for the following assignments: Author Escorts/Hospitality and Info Booths/Merchandise Sales. All other volunteers are invited and encouraged to attend. Orientation TBA.

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## Volunteer Application and Agreement Part II

I understand and acknowledge the following:

5. I do not expect to receive compensation for my volunteer services;
2. I agree to take direction from the Book Fair Staff and follow event procedures as required;
3. I understand that my submission of application does not guarantee a volunteer position and that volunteer assignments are made based on the needs of the Leimert Park Village Book Fair.
4. I hereby voluntarily release and discharge the Leimert Park Village Book Fair, Festival sponsors, and exhibitors, and their agents, representatives, and affiliates from any property damages or personal injury arising in connection with my participation in the Leimert Park Village Booth Fair;
5. I have read the volunteer agreement and agree to follow the rules stated therein.

Volunteer  
signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\*Mandatory Volunteer Orientation\*\*\*\*\***

Date: TBA

Baldwin Hills Crenshaw  
3650 Martin Luther King, Jr. Blvd.  
Los Angeles, California 90008

Community Room (Near Sears Court)

Please bring completed application to the Volunteer Orientation

(All volunteers must submit an application)

## *Description of Volunteer Assignment*

**Author Escorts/Author Hospitality** – Volunteers will greet and check-in authors as they arrive at hospitality areas; assist with set up and breakdown, including food and beverages; escort authors to their stages; and assist stages with logistics and production during author appearances. Volunteer Orientation is mandatory for this assignment.

**Book Shop** – Assist in operating the festival's mini book stores, which includes inventory of books, conducting sales, working the credit card machines, and answering questions about the books/authors. Volunteer Orientation is mandatory for this assignment.

**Crafts Corridor** – Assist exhibitors with arts and crafts projects geared toward children; help keep the craft areas tidy; engage the participating children and families. Must love working with kids!

**Demographic Surveys** – Outgoing volunteers are needed to encourage festival-goers to complete surveys. This involves strolling the grounds of the festival in teams.

**Demonstration Kitchen** – Volunteers will assist chefs backstage, serve samples to the crowd and to help with clean up, and assist with other duties requested.

**Exhibitor Hospitality** – Volunteers will greet and check-in exhibitors and sponsors as they arrive at hospitality areas, and assist with set up and breakdown, including food and beverages. Volunteers will also serve as liaisons for the festival's 100+ exhibitors, and will stroll the festival grounds to assist exhibitors as needed. Hospitality experience is recommended.

**Hands-On Projects** – Volunteers will assist facilitators with hands-on projects for adults and workshops based on the literary arts.

**Information Booth/Merchandise Sales** – Volunteers will greet and give festival information to the public. FAQ's sheets, maps, and schedules will be provided. Volunteers may also collect donations and conduct sales of festival merchandise. Volunteer Orientation is mandatory for this assignment.

**Parking Control** – Volunteers will be posted at entrances of parking areas to check parking passes and direct drivers to the correct areas.

**Recycling Crew** – Green-minded volunteers are needed to assist with the festival's recycling program. Responsibilities may include encouraging festival-goers to recycle and collecting and sorting recycling.

**Storybook Costumes** – Volunteers are needed to wear storybook character costumes for the Storybook Parade and roving throughout the festival. This position offers a small stipend of \$50 per shift.

**Storybook Costume Escorts** – Volunteers will assist the Storybook Costume volunteers to get into the costumes and navigate the festival, ensuring the comfort and safety of the volunteers.

*All assignments are granted on a first-come, first-served basis.  
We make every attempt to grant you the assignment of your choice.*