



**Volunteer Application Form**  
 PLEASE RETURN FORM TO:  
 Victoria Jazz Society  
 977 Alston Street, Victoria, BC V9A 3S5  
**For Information Call: 250-388-4423**  
**Or Email: volunteer@jazzvictoria.ca**

*For office use only:*  
 Date Received: \_\_\_\_\_  
 Category: \_\_\_\_\_  
 Crew Assigned: \_\_\_\_\_

**ALL NEW AND RETURNING VOLUNTEERS ARE REQUIRED TO FILL OUT A 2019 VOLUNTEER FORM.**

Volunteers are expected to work a minimum of 3 shifts during the Festival (each shift is approx. 5 - 6 hours)

**PLEASE PRINT LEGIBLY**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (+ Postal Code): \_\_\_\_\_

Phone # (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Emergency Contact & Phone Number: \_\_\_\_\_

Please tick all that apply *\*(New and returning volunteers must submit forms by May 18, 2019)*

<input type="checkbox"/> Current First Aid	<input type="checkbox"/> Serving It Right or SES License	<input type="checkbox"/> Over 19	<input type="checkbox"/> VJS Member
<input type="checkbox"/> Previous VJS volunteer	<input type="checkbox"/> Current Class 4 BC Driver's License (24-passenger vehicles)	<input type="checkbox"/> Current Class 5 BC Driver's License (standard BC driver's license)	
<input type="checkbox"/> Security Worker License	<input type="checkbox"/> Technical/Staging Experience	<input type="checkbox"/> Retail/Cash Experience	<input type="checkbox"/> Office work Experience

*(19+ only for club venues/beverage garden | under 16 must volunteer with parent/legal guardian)*

Any experience Driving Vans, Trucks, or Buses (Class 4 License)? Please describe: \_\_\_\_\_

Retail/Cash experience? Please describe: \_\_\_\_\_

General Office experience? Please describe: \_\_\_\_\_

Hospitality Industry experience?  Bartending  Catering  Serving  
 Please describe: \_\_\_\_\_

Do you have any physical disabilities we should be aware of (i.e. back problems, trouble with lifting etc.)?  
 \_\_\_\_\_

\* Please indicate T-shirt size: S  M  L  XL  (unisex (men's) shirt sizes)

Do you want to volunteer more than the minimum of three 5-hour shifts? If yes, how many shifts? \_\_\_\_\_

**IN THE TABLE BELOW, PLEASE INDICATE THE SPECIFIC TIMES YOU ARE AVAILABLE TO VOLUNTEER**

***If you don't yet know your availability, please make your best guess, and keep your volunteer coordinator updated!	<b>Wednesday June 19</b>	<b>Thursday June 20</b>	<b>Friday June 21</b>	<b>Saturday June 22</b>	<b>Sunday June 23</b>	
	<i>Office &amp; Set-up only</i>	<i>Office &amp; Set-up only</i>	<i>Festival starts</i>			
	From: Until:	From: Until:	From: Until:	From: Until:	From: Until:	
<b>Monday June 24</b>	<b>Tuesday June 25</b>	<b>Wednesday June 26</b>	<b>Thursday June 27</b>	<b>Friday June 28</b>	<b>Saturday June 29</b>	<b>Sunday June 30</b>
From: Until:	From: Until:	From: Until:	From: Until:	From: Until:	From: Until:	From: Until:

*Note: most weekday shifts take place in the evening*

**For PRE-FESTIVAL office volunteering, please attach your availability prior to June 20th.**

**\*One free ticket to a Marquee Series Show is offered to Volunteers who have completed 3 x 5-6 hour shifts. All ticket requests must be submitted by May 31. Once submitted, ticket requests cannot be changed.**

First Choice Ticket Request: \_\_\_\_\_ Second Choice Ticket Requests: \_\_\_\_\_

**Volunteer Agreement:** I hereby expressly authorize and grant irrevocable permission to the Victoria Jazz Society – TD Victoria International JazzFest 2018, its members, directors, employees and agents to use any and all photographs in which I appear for promotional use and/or use in government grant and/or sponsorship applications.

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

**Please check ANY & ALL areas that you are interested in working (minimum of 3):**

**\*Pre Festival Poster/Program Distribution (April 15 – the festival)**

Volunteers in this area will help distribute festival brochures/posters (on foot or by car).

***\*We hope that you are able to help out with the pre-festival brochure/poster distribution, as this is an extremely important area of publicity. It would be greatly appreciated if you could choose this category plus one of the other areas that interests you.***

**Artist Hospitality**

We will need volunteers to assist with catering at some of the festival venues, and delivery of food and/or catering supplies. Assistance in clean-up and lifting will be required. **\*We hope that you are able to help with load-in shifts approximately 1pm – 6pm, as these shifts are important for set up and sound checks.**

**Front of House**

Volunteers are needed to handle door ticket sales at various venues. Experience with cash and credit card handling required. **Customer service experience an asset.**

**Merchandise Sales**

Volunteers will be needed at many of the venues to sell festival T-shirts, souvenirs, VJS memberships and to answer questions. Experience with cash and credit card handling required.

**Green Team**

Volunteers supervise the bike parking, assist in cleaning up the site, hand out program guides, and manage recycling and compost programs at our outdoor Centennial Square site. Perfect for anyone who wants to work outside in a fun, festive environment, while also making a positive impact on the festival's -- and planet's -- atmosphere!

**Beverage Concessions**

Volunteers are needed to assist in the set-up and operation of the "Beverage Garden" at Centennial Square. **Must be 19 years of age or older / Must possess valid Serving it Right or SES license / Shifts only available during performances at Centennial Square / Must be physically able to assist in lifting kegs (able to lift ~50lbs)**

**Staging & Site Set-Up/Tear Down**

Volunteers are responsible for set-up and striking of the Centennial Square outdoor site, and to be on hand during performer changeovers. We require people with varying levels of experience **who are able to lift.**

- Staging: assisting in loading/unloading equipment, set-up and strike of equipment; be on hand to assist as needed during performer change-overs at Centennial Square.
- Set Up/Tear Down: assisting with setting up and striking the outdoor festival site at Centennial Square as well as installation and removal of all on-site banners & signage (*Set up: Thurs & Fri, June 20 & 21 / Tear down: Sun, June 30*)

**Office**

Volunteers needed pre-festival, as well as during. We hope to find people to assist us in the office with phone inquiries about the festival, handling phone ticket sales and general office work. Previous office experience required.

**Transportation**

Volunteers will be driving performers to and from the arrival/departure terminals, to hotels as well as venues for load-in and sound checks. There will be a combination of rented vans and volunteer vehicles. You will be required to provide a copy of a valid driver's license. **Must be over the age of 25 and have a basic knowledge of city streets. Our primary need is those with a Class 2 or 4 Driver's Licenses, Secondary need is those with a Class 5.**

**Security**

During the Festival we will require volunteers to act as security for front of house, stage, and backstage areas. Site preparation and clean up may also be required from security volunteers. **Volunteers must be 19 years of age or older.**

**Videographer/Photographer**

During the festival these volunteers will take video and/or photos at the TD JazzFest venues. Please provide experience. Volunteers MUST have own equipment.

**Survey Team**

During the festival these volunteers will take hard copy surveys and go survey audiences at various TD JazzFest venues. This is a very important position as we use the information for government grants.

**Will you be traveling to other parts of Canada or the USA between May 1 and June 15? If so where, when?** (For help with program guide/poster distribution outside of Vancouver Island) \_\_\_\_\_

***Please note that while the volunteer coordinator will do their best to place you in your preferred areas, the festival cannot guarantee placement in your areas of choice.***