

# LOVELAND SCULPTURE INVITATIONAL

SHOW & SALE



## 2010 Volunteer Program

2010 marks the 19<sup>th</sup> Anniversary of the Loveland Sculpture Invitational Show and Sale and it is already promising to be a fun filled, exciting event!

I am honored to be part of this event, as the volunteer coordinator. I would like to invite you to join our team as a volunteer this year. If you are interested in volunteering, please send back the completed form soon as the positions fill up quickly.

This year the show will not be open to the public on Friday. There will be other volunteer needs during the day on Friday, as we will be providing seminars for the artists and their guests. Friday night will still be the Patron Party Gala, and volunteers are invited to join in on the fun. You must provide your ID Show Badge to get into the party without a ticket. The Show will be held Saturday, August 7 (9:30-6:00) and Sunday, August 8 (9:30-4:30) on the grounds of Loveland High School. Please fill out the enclosed registration form to indicate your preferences and return to the address shown at the top of the form.

Be sure to mark your calendars for the **MANDATORY** Volunteer Training Event on **Tuesday, July 27<sup>th</sup>, 6:30-8:30 PM** at the *Embassy Suites, 4700 Clydesdale Pkwy Loveland*. You will receive your specific assignments for this year's Show. I am asking **ALL** volunteers to be present, as many things have changed, and require training and/or clarification. If there is not any possible way that you can be there, please let me know, and we can make different arrangements, but please do all you can to be there. Plus, we are going to be doing some wonderful door prizes at this meeting...so you won't want to miss it!

Finally, I would like to thank Kay Thomas for volunteering again this year, to help me with the show. Her knowledge is invaluable; as I coordinate the work of volunteers for the Show. Please feel free to contact either of us with your questions.

This is a well known, respected and exciting event in Loveland.  
Thanks for helping make it what it is!

Deb Alles Volunteer Coordinator  
E-mail: Deb.invitationalvolunteers@yahoo.com  
Phone: 970-481-0646

Kay Thomas Volunteer Coordinator Assistant  
Phone: 970-278-9054

## **VOLUNTEER OPPORTUNITY DETAIL:**

### **Show Set up**

Includes organization of tents, tables, signs, prep for electrical and cords. Booths, magazine table, and merchandise. Marking trailer parking lot. Miscellaneous activities to get show set up.

### **Artist Check-in and assist**

Help artists with check in process and help them find their booth, help with anything pertaining to information.

### **Information Center**

Information Center volunteers greet the artists and guests. Information Center volunteers hand out flyers, give directions, and offer assistance to guests and artists. Show phone, and First aid is located here.

### **Live and Silent Auction**

The Auctions are the primary source of funds for the Sculpture Invitational art education program. Artists donate pieces of art which are displayed and sold in the auctions. All proceeds are then donated to art departments in local area schools. Volunteers help set up the area as well as host the area to answer questions, etc.

### **Parking/Tent Monitor**

This is the job where you get to have direct contact with the artists. Each tent is assigned 2 monitors who stroll through the aisles of the tents to provide relief to the artists. Often times tent monitors sit in for artists while they take short breaks or run short errands for the artists (such as getting cool water or information flyers, etc) Parking monitor manages artist and trailer parking.

### **Shuttle Drivers**

Volunteers drive golf carts to pick up/return artists and guests at parking lot and drive them to the entrance to the Sculpture Show.

### **Gator (Mule) Drivers**

Used for hauling small, heavy items. Mule Gator drivers are not expected to lift or move heavy sculptures or supplies, However, some physical work may be involved with this position.

### **Patron Party Volunteers**

Before and after the party will be when you are needed the most here. Set up for party. Ticket Sales and Ticket takers. ID Checks, wristbands added for those drinking alcohol prior to the party. During the party, offer show grounds support with hospitality, food. After show, checking receipts, and gate security.

### **Credit Card Services**

The Sculpture show accepts Visa and MasterCard and credit card machines are located in 2 areas. (front gate ticket booth & auction/merchandise tent). Training prior to the show is required, even if you have done this before.

### **Complete your Application today!**

- 1. Submit all requested information**
- 2. Use one form per person**
- 3. Review the list of volunteer opportunities & circle 2-3 preferences. Also circle time(s) & day(s) preferences.**

- 4. Volunteer assignments are made on a first come, first served basis**

**Please return your application as  
early as possible**

### **General Show Support Positions—can be any of the following:**

- \* Ticket Sellers at the ticket sales booth
- \* Ticket takers at the main gate
- \* Merchandise Booth sales
- \* Credit Card machine operators (training prior to show required)

You can find yourself working in just about any position if you sign up for Show Support!

**Let us know if you are interested in any of the following year around Volunteer opportunities required prior to the week of the show:**

- **Patron Party Coordinator**
- **Stuffing Artist Canvas bags**
- **Data entry and mailing lists**

## **MANDATORY**

### ***Volunteer meeting***

### ***Embassy Suites***

***4700 Clydesdale Pkwy Loveland***

**TUESDAY JULY 27, 2010**

**6:30-8:00**

***A VARIETY OF DIPS & CHIPS,  
(NON-ALCOHOLIC) BEVERAGES &  
COOKIES WILL BE PROVIDED BY  
BAJA FISH CO. & EMBASSY SUITES.***

**Volunteer assignments, training &  
T-shirts will be handed out at this  
meeting.**

**Waiver of Liability:** By submitting the Volunteer Registration Form, volunteer agrees to bear full responsibility and full liability for any and all damage or injury which might result from volunteering at the Loveland Sculpture Show. Volunteer also releases and agrees to hold harmless and indemnify the staff and directors of Loveland Sculpture Show, event sponsors and their insurance carriers from any and all claims, actions or damages without any limitation whatsoever, whether consisting of personal injury, property damage or death that results in any way from any act of the volunteer while attending or volunteering at the Loveland Sculpture Show.



# 2010 Loveland Sculpture Invitational VOLUNTEER SIGN UP FORM

*All volunteers must fill out their own form and mail in to accommodate scheduling requests. Forms can be mailed together.*

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

**Any special needs:** \_\_\_\_\_

**This is my \_\_\_\_\_ year volunteering for the Loveland Sculpture Invitational.**

If you would like to be assigned with a friend or relative, PLEASE LET US KNOW!

Friend's/Relative's Name \_\_\_\_\_ Phone # \_\_\_\_\_

AGE (circle one) 16-18 18-Over T-shirt size (circle one) S M L XL XXL

**A. How many shifts can you work?** \_\_\_\_\_ **Each Shift is approximately 2-3 hours long.**

**B. Which Day (s)** \_\_\_\_\_

**C. Number jobs by preference** 1 \_\_\_\_\_ 2 \_\_\_\_\_  
3 \_\_\_\_\_ 4 \_\_\_\_\_

**2010  
Loveland Sculpture  
Invitational  
Volunteer  
Coordinator  
Deb Alles  
970-481-0646**



**Please send your  
completed form to:  
Kay Thomas  
3963 Blackstone Ct.  
Loveland, CO  
80537**

**All forms must  
be returned  
ASAP**

Date	Morning Positions	Afternoon Positions	Evening Positions
<u><b>Tuesday Aug. 3, 2010</b></u> <u><b>Hours: Noon to 4:00 PM</b></u>	Set up	Set up Stuff artist bag	
<u><b>Wednesday Aug. 4, 2010</b></u> <u><b>Artist check in day</b></u> <u><b>Hours: 8:00 AM to 4:00 PM</b></u>	Set up	Set up Gator driver (loads) Ticket Sales Artist Check in Assist Artists on grounds Traffic/parking control	
<u><b>Thursday Aug. 5, 2010</b></u> <u><b>Artist check in day</b></u> <u><b>Hours: 8:00 AM to 4:00 PM</b></u>	Set up Gator driver (loads) Ticket Sales Artist Check-in Assist Artists on grounds Traffic/parking control	Set up Gator driver (loads) Ticket Sales Artist Check-in Assist Artists on grounds Traffic/parking control	
<u><b>Friday Aug 6, 2010</b></u> <u><b>Hours: 8:00 AM to 4:00 PM</b></u> <u><b>Evening Hours: 3:30 to 8:30 PM</b></u>	Tent monitor and seminar support Live/Silent Auction set-up Ticket Sales Gator driver (loads) *Credit card processing Information Center	Tent monitor and seminar support Live/Silent Auction set-up Ticket Sales *Credit card processing Information Center	Patron Party Support Auction Support *Credit card processing Tent monitors *ID check/wristbands Golf Cart driver (shuttle)
<u><b>Saturday Aug. 7, 2010</b></u>	Silent Auction Golf cart driver (shuttle) Ticket Sales *Credit card processing Information Center Tent Monitor General Show Support	Silent Auction Golf cart driver (shuttle) Ticket Sales *Credit card processing Information Center Tent Monitor General Show Support	
<u><b>Sunday Aug. 8, 2010</b></u>	Silent Auction Golf cart driver (shuttle) Ticket Sales *Credit card processing Information Center Tent Monitor General Show Support	Silent Auction Gator driver (loads) Golf cart driver (shuttle) Ticket Sales *Credit card processing Information Center Tent Monitor General Show Support	Gator driver (loads) Golf cart driver (shuttle) Tear down
<u><b>Monday Aug. 9, 2010</b></u>	Tear down		

**\*These positions are fun, but require training prior to event. Must attend mandatory meeting and training to work these positions.**