



VOLUNTEER OPPORTUNITIES

The North Charleston Arts Fest is a very rewarding and exciting time of year. The magnitude of this program requires enormous support from the community and the Cultural Arts Department is truly grateful for the many wonderful volunteers that help to make the festival a success.

Thank you for your willingness to dedicate your time and energy to this annual event!

Volunteer Sign-Up Details:

Volunteer opportunities are listed in sections by type of activity/task on **Page 1** of this packet. Please indicate, with a ✓, the event(s)/task(s) and time frame(s) you wish to volunteer for. Submit only **Page 1** to Cultural Arts in order to be added to the volunteer schedule.

Refer to pages 2-3 for complete details on each event/task.

Volunteers will be added to the schedule in the order that sign-up forms are received. Keep in mind that we are looking for a specific number of volunteers for each event/task. If the volunteer need for an event/task has been met at the time that your form is received, you may be asked to consider an alternative event/task where there is still a need for volunteers.

Volunteers age 15 or younger must be accompanied by an adult.

Volunteer Sign-up Forms are due NO LATER than 5:00pm on Monday, April 24, 2023.
No day-of or walk-up volunteers at any Arts Fest event will be accepted.

Cultural Arts staff will evaluate the volunteer schedule following the sign-up deadline. Volunteers will be contacted between Tuesday, April 25, and Friday, April 28, to confirm commitments and relay check-in information. Each volunteer will receive one Arts Fest T-shirt at their initial check-in.

MAIL, HAND DELIVER, FAX, OR EMAIL PAGE 1 ONLY BY MONDAY, APRIL 24:

Mail:
City of North Charleston
Cultural Arts Department
PO Box 190016
N. Charleston, SC 29419

In Person:
North Charleston City Hall
Cultural Arts Dept., 2nd Fl.
2500 City Hall Lane
N. Charleston, SC 29406

Fax: 843-529-2291

Email:
psmith@northcharleston.org

Thank you for supporting the **2023 North Charleston Arts Fest!**

Cultural Arts 843-740-5854 • NorthCharlestonArtsFest.com

FOR OFFICE USE ONLY:	
Date received form: _____	
Notified of receipt: _____	
Confirmed schedule: _____	
by CA staffperson: _____	
✓ T-shirt received: []	
Added to/updated on mail list: []	
Thank you letter mailed: []	

North Charleston
ARTS FEST
 May 3-7, 2023

VOLUNTEER SIGN-UP FORM

PAGE 1

Only return this page to the Cultural Arts Department by Monday, April 24th, 2023

Name:		Email:		
Street:	Apt. #:	City:	State:	Zip:
Phone:	T-shirt Size (<i>indicate preference</i>): Adult (S) (M) (L) (XL)			
Volunteering as part of a group/organization? If yes, please provide name:				

Mark a ✓ next to desired event(s)/task(s). If multiple timeframes listed, ✓ next to desired time frame.
 Refer to pages 2-3 for specific details about each event//task listed.

ART HANDLING/EXHIBITION INSTALLATION & STRIKE IN EXHIBIT HALL C:

✓	EVENT/TASK	DATE(S)	TIME FRAME	
	Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation	Mon., May 1	11:30am-3pm	3pm-7pm
	Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation	Tue., May 2	11:30am-3pm	3pm-7pm
	Youth Art Award Verification Assistant	Wed., May 3	10:45am-2pm	12:45pm-4pm
	Art/Photo/Palmetto Hands Award Verification Assistant	Wed., May 3	12:45pm-4pm	
	Art/Photo/Palmetto Hands/ Youth Art Pick-Up & Strike	Mon., May 8	11:30am-3pm	3pm-7pm

MONITORING IN EXHIBITION HALL C:

✓	EVENT/TASK	DATE(S)	TIME FRAME	
	Artwork Monitor	Thu., May 4	9:45am-1:45pm	1:30pm-6pm
	Artwork Monitor	Fri., May 5	9:45am-1:45pm	1:30pm-6pm
	Artwork Monitor	Sat., May 6	9:45am-1:45pm	1:30pm-6pm
	Artwork Monitor	Sun., May 7	11:45am-2:30pm	

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VOLUNTEER OPPORTUNITY DETAILS

PAGE 2

Review the following volunteer opportunity details and indicate your selection(s) and timeframe(s) on the Volunteer Sign-Up Form on **Page 1**. Arts Fest events not listed have sufficient City staff coverage. Training is provided on site.

Keep these pages 2 & 3, to make notes of your selections, for future reference.

Call Pam Smith at (843)740-5847 with questions or if your availability changes after your form has been submitted.

MONDAY, MAY 1

Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with receipt, organization, and installation of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; prep t-shirts for competition winners & sales and prepare Youth Art participation ribbon packets.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm *Volunteer Notes:*

TUESDAY, MAY 2

Art/Photo/Palmetto Hands/Youth Art Drop-Off & Installation

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with receipt, organization, and installation of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibitions; prep t-shirts for competition winners & sales and prepare Youth Art participation ribbon packets.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm *Volunteer Notes:*

WEDNESDAY, MAY 3

Youth Art Award Verification Assistant

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff and youth art judges with review of entries, recording results, and placing ribbons.

Timeframe: 10:45am-2:00pm, 12:45pm-4:00pm *Volunteer Notes:*

Art/Photo/Palmetto Hands Award Verification Assistant

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff and Art/Photo/Palmetto Hands judges with review of entries, recording results, and placing ribbons.

Timeframe: 12:45pm-4:00pm *Volunteer Notes:*

THURSDAY, MAY 4

Artwork Monitor

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor the safety and security of the Fine Art, Photography, Palmetto Hands, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm *Volunteer Notes:*

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FRIDAY, MAY 5

Artwork Monitor

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor the safety and security of the Fine Art, Photography, Palmetto Hands, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm *Volunteer Notes:*

SATURDAY, MAY 6

Artwork Monitor

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor the safety and security of the Fine Art, Photography, Palmetto Hands, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframes: 9:45am-1:45pm, 1:30pm-6:00pm *Volunteer Notes:*

SUNDAY, MAY 7

Artwork Monitor

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Monitor the safety and security of the Fine Art, Photography, Palmetto Hands, and Youth Art exhibits on public display; serve as greeters; provide information; direct sales to staff.

Timeframe: 11:45am-2:30pm *Volunteer Notes:*

MONDAY, MAY 8

Artwork Pick-Up/Exhibit Strike

Location: Charleston Area Convention Center, Exhibit Hall C, 5001 Coliseum Drive, North Charleston, SC 29418

Tasks: Assist staff with return of entries for Fine Art, Photography, Palmetto Hands, and Youth Art exhibits; assist with dismantle of display screens and other items to storage.

Timeframes: 11:30am-3:00pm, 3:00pm-7:00pm *Volunteer Notes:*

Thank you in advance for your valuable support of the 2023 North Charleston Arts Fest!