



Maryland State Arts Council
ASSEMBLY 2007
Volunteer Application

The Maryland State Arts Council is the Local Host for this year's National Assembly of State Arts Agencies' (NASAA) *ASSEMBLY 2007*. This is a great opportunity for performing artists, presenters, industry pros, neighborhood residents and students, to help out on the front lines and behind the scenes of this important national convening.

To apply for a volunteer position, please complete and email or fax this form to Sharon Blake at sblake@msac.org or 410-333-1062 (fax). You may also mail the form to the Maryland State Arts Council offices (see below.) Please note that you will be required to attend an orientation session prior to the start of the conference. The official orientation session is Tuesday, December 4th at Noon at the Maryland State Arts Council offices. Pizza will be provided for those staying to help assemble the goody bags.

Your Contact Information:

Name: _____

Address: _____

City/State/Zip: _____

Primary phone: _____ Alternate phone: _____

E-mail: _____

How did you hear about the NASAA *ASSEMBLY 2007* and the Maryland State Arts Council?

Are You Over 18? _____ Are You Over 21? _____

(At some events, beer and wine will be served.)

Check the activities that interest you. MSAC will contact you after receiving this form.

- Way Finders/Greeters:** We need you to point guests in the right direction and greet them when they get there. You will be posted at various event locations inside and outside to help registrants find their way from venue to venue, and to other Baltimore locales. Plus, help them find the right bus - attendees will be bussed to various events and receptions. Distribute maps and schedules when needed. You may be on your feet much of the time, but you'll meet a great bunch of folks and get familiar with the venues.

- Goody Bag Assembly:** MSAC needs many hands to assemble goody bags for the conference attendees. Goody bag assembly will follow the volunteer orientation meeting on Tuesday, December 4th with snacks on hand will help you stay energized.
- Tech Support and Stagehands:** We're looking for volunteers with performing arts tech and **stage experience**, as well as stagehands, to help keep things moving smoothly at special events.
- Computer Room Attendants:** We need volunteers to monitor the computer equipment, maintain printer paper trays and provide basic technical support to conference attendees.
- General Event Support:** MSAC will assign volunteers to activities where there is the most need for support.

Availability during Conference week?

	Monday Dec 3	Tuesday Dec 4	Wednesday Dec 5	Thursday Dec 6	Friday Dec 7	Saturday Dec 8
7:30am-1pm						
1pm-6pm						
6pm-11pm						
11pm+						

Please note: The activity you select may not require working a full shift (i.e. 7:30 am -1: 00 pm). A final schedule of activities and work hours will be available closer to the conference.

Check computer application(s) that you can use proficiently: WORD____ EXCEL____
OTHER_____

Volunteer Benefits:

- Lunch will be provided to volunteers who work during the Friday or Saturday (December 7 or 8) luncheon hours.
- Volunteers (who are over the age of 21 years old) who work a combined total of sixteen (16) hours during the conference, will receive one, complimentary ticket to the Closing Party at the Baltimore Museum of Art, and admission to the plenary session(s) that occur on the same day as your volunteer shift, but not during your work shift.

Emergency Contact Information:

Contact Person's Name:_____ Relationship: _____

Daytime telephone number of contact: _____

Evening and weekend telephone number of contact: _____

The Maryland State Arts Council ("MSAC"), the Department of Business and Economic Development ("DBED"), and the State of Maryland are not and will not be liable in action of tort, contract, or otherwise for any acts or omissions of the Volunteer, or for any injuries, complaints, liability, damages or claims of any nature by or against the Volunteer arising out of or in the course of the Volunteer's volunteer activities. Volunteer unconditionally and absolutely

agree to indemnify, defend and hold harmless MSAC, DBED, and the State of Maryland from and against all loss, damage, claim or liability resulting from the acts or omissions of the Volunteer.

Volunteer's Signature: _____ Date _____

I need special accommodations. Please describe _____

Maryland State Arts Council is an agency of the Maryland Department of Business and Economic Development Division of Tourism, Film and the Arts

Martin O'Malley, *Governor* ♦ Anthony G. Brown, *Lieutenant Governor* ♦ David Edgerley, *Secretary*

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