

SPOLETO FESTIVAL USA

OFFICE VOLUNTEER SIGN-UP FORM

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (home): _____ (mobile): _____

E-mail address: _____

Occupation: _____

The following are the available tasks for which we are seeking volunteer assistance.

Please check one or more of the tasks in which you are interested:

Front Desk * Mailings Data Entry Poster/Brochure Distribution

Computer Skills: _____

Please check if applicable:

Exceptional Handwriting Skills or Calligraphy (for addressing invitations)

Additional Languages: _____

Additional Qualifications, Special Skills, etc.: _____

Please mark all times you are available: (Time periods below are flexible if need be)

Weekends and after-hours shifts only apply from early May to the end of June.

Monday	<input type="checkbox"/> all times	<input type="checkbox"/> 9am - 2pm	<input type="checkbox"/> 12pm - 5pm	<input type="checkbox"/> 4pm - 9pm
Tuesday	<input type="checkbox"/> all times	<input type="checkbox"/> 9am - 2pm	<input type="checkbox"/> 12pm - 5pm	<input type="checkbox"/> 4pm - 9pm
Wednesday	<input type="checkbox"/> all times	<input type="checkbox"/> 9am - 2pm	<input type="checkbox"/> 12pm - 5pm	<input type="checkbox"/> 4pm - 9pm
Thursday	<input type="checkbox"/> all times	<input type="checkbox"/> 9am - 2pm	<input type="checkbox"/> 12pm - 5pm	<input type="checkbox"/> 4pm - 9pm
Friday	<input type="checkbox"/> all times	<input type="checkbox"/> 9am - 2pm	<input type="checkbox"/> 12pm - 5pm	<input type="checkbox"/> 4pm - 9pm
Saturday	<input type="checkbox"/> all times	<input type="checkbox"/> 9am - 2pm	<input type="checkbox"/> 12pm - 5pm	<input type="checkbox"/> 4pm - 9pm
Sunday	<input type="checkbox"/> all times	<input type="checkbox"/> 9am - 2pm	<input type="checkbox"/> 12pm - 5pm	<input type="checkbox"/> 4pm - 9pm

*Front desk is for those available for a long-term and set schedule.

Indicate if you are available to have a set schedule during office hours: YES NO

If YES: 3 days per week 4 days per week unlimited availability

Mail to Office Volunteer Spoleto Festival USA, 14 George St., Charleston SC 29401
or fax to 843.723.6383 or email to davidg@spoletousa.org.

This form is not for usher sign-up. Use usher@spoletousa.org or call 843.724.1199 for ushering inquiries.

For office use only: Received _____ Reply _____ Method _____

