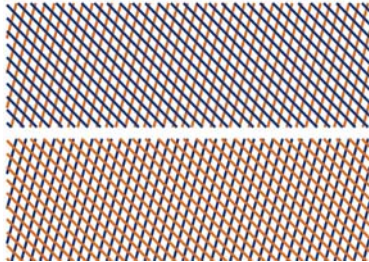
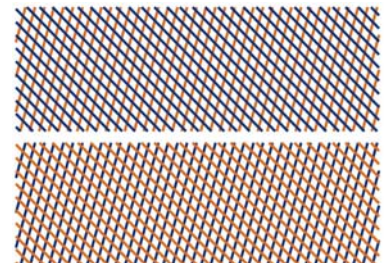
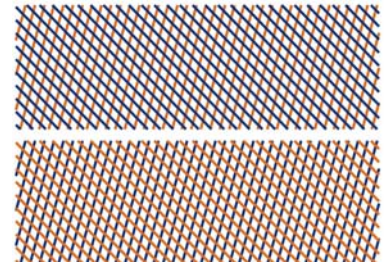


2009 Philadelphia Sept 4-19
Live Arts Festival livearts-fringe.org
Philly Fringe



2009 PHILADELPHIA LIVE ARTS VOLUNTEER GUIDE



Welcome to the 2009 Philadelphia Live Arts Festival and thank you for your interest in volunteering!

The Philadelphia Live Arts Festival wouldn't be possible without the hundreds of amazing volunteers who team up with our small staff.

Volunteers help pre-festival and during the festival in many ways. We utilize volunteers as ushers, ticket sellers, and firewatch at performances. Before the festival starts, volunteers distribute the festival guide throughout the city and man Live Arts booths at special events. Volunteers also help in the Volunteer Office as floaters or at special events by tending bar, serving food or greeting patrons!

This Volunteer Guide covers the following areas . . .

How can I help?

What is firewatch?

How do I check in for my shift?

What do I get in return for volunteering?

What is a voucher?

How do I sign up?

Special Volunteer Events

General FAQ

Relevant Festival Contact Information

We are very excited about the 2009 Live Arts Festival and look forward to meeting you all! You can email us with any questions or concerns at volunteer@livearts-fringe.org. Also, you can follow us on Twitter (@LivRtsVolnteers) and via Facebook (our group is Philadelphia Live Arts Festival and Philly Fringe Volunteers). Thanks!

- Karina Kacala, Volunteer Coordinator, and Joanna Mongelli, Assistant Volunteer Coordinator



How can I help?

PRE-FESTIVAL

Distribution: distribute promotional materials, like the Festival Guide

Boothing: man Festival booths at weekend events

FESTIVAL TIME

Usher: rip tickets, hand out programs, clean theater post-performance, help house manager as needed

Ticket seller: sell tickets for a single performance at a venue

Firewatch: sit at fire exits + notify house manager in the event of an emergency

Special events: help with receptions, parties + other events

Floater: help out in the volunteer office as needed (stuffing/folding programs, checking in other volunteers, filling in for volunteers as ushers/ticket sellers/firewatch at performances)

I know what ushering is, but what exactly is firewatch?

Firewatch is a fancy word for sitting in a chair and acting like an elementary school teacher during a fire drill, in case of an emergency. It is also the cushiest volunteer gig around since you always get a voucher per shift. And with **over 200 firewatch shifts** this year, we need your help!

Non-traditional theater venues are required by law to have all exits manned. License and Inspections can stop a show mid-performance if we do not have adequate firewatch coverage.

When you are volunteering for firewatch, you sit in a chair near an exit with a walky-talky and flashlight. In the (extremely rare) event of an emergency, notify your house manager via walky-talky. Your house manager will notify you of same if needed. Shine your flashlight to direct everyone out.

In hundreds of performances of hundreds of shows over 8 years, we have only used the emergency exits once and have never had a fire. Chances are you will get a voucher for doing nothing but being there!

In addition to firewatch at performances, **we need firewatch at the Festival Bar**. You can choose between two shifts, one from 9 till midnight and the other from midnight till 2am. So if you're a night-owl, and like being where all the action is AND getting vouchers to see free shows, write down on your volunteer form that you'll volunteer for Festival Bar Firewatch!



How do I check in for my shift?

- Usher** Arrive at YOUR VENUE 1 hour and 15 minutes before show time. Check in with your HOUSE MANAGER.
- Ticket seller** Arrive at VOLUNTEER OFFICE 1.5 hours before show time. Get trained on ticket selling procedure and pick up will-call tickets, tickets to be sold and cash. After the show, or when you have closed the ticket booth, return money and extra tickets to the VOLUNTEER OFFICE.
- Firewatch** Arrive at YOUR VENUE 1 hour and 15 minutes before show. Check in with your HOUSE MANAGER.
- Floater** Arrive at VOLUNTEER OFFICE when scheduled. Be ready to head out to venues and/or help in office as needed.

Distribution/Special events/Signage/Boothing/Etc.: Determined on a case by case basis

What do I get in return for volunteering?

Ushers: see the show for which you're ushering for free (no voucher)

Ticket seller: 1 voucher per 2 shifts, *plus* see the performance for which you are selling for free

Firewatch: one voucher per shift

Floater: one voucher per shift

Distribution/Special events/Signage/Boothing/Etc.: typically a voucher per three hour shift

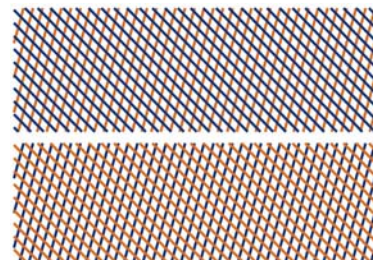
all volunteers get a free live arts volunteer t-shirt!

What is a voucher?

A voucher is a piece of paper that is taken to the box office and exchanged for an actual ticket.

Certain rules pertain to the use of vouchers:

- Redeemable for one (1) ticket to any Live Arts Festival performance excluding limited capacity shows
- Not valid for Philly Fringe shows
- This is not a ticket and cannot guarantee a seat to any performance - subject to availability
- Valid September 2 - 19, 2009
- Saturday evening shows cannot be reserved until 24 hours in advance
- Voucher has no cash value and cannot be refunded if unused
- Not transferrable
- Only redeemable in-person at the Box Office, located at The Hub, open August 24th



How do I sign up?

Sign up with a Volunteer Sign Up form. You can download a form from our webpage or email volunteer@livearts-fringe.org and request one. You can return it by emailing it to volunteer@livearts-fringe.org, dropping it off in person at 919 N. 5th Street, or faxing it to 215-413-9007.

Special Volunteer Events

In addition to performances, certain special events require volunteer help. These include...

First Fridays in Old City: distribute the Festival Guide.

Sign-a-Rama: assemble show signs. August 18 and 25 at 6pm.

Opening Night Party: greet patrons, tend bar and serve food. Details forthcoming.

If interested in any of these events, let Karina know via the email below!

Relevant Festival Contact Information

For general volunteer inquiries...

Karina Kacala, Volunteer Coordinator
volunteer@livearts-fringe.org
215-413-1270

For Festival Guide distribution inquiries...

Jenn Procacci, Distribution Manager
distribution@livearts-fringe.org

For boothing inquiries...

Alice Hershey, Community Outreach Manager
alice@livearts-fringe.org
215-413-9006 x. 13



General FAQ

Q: Where is the volunteer office?

A: The volunteer office is at The Hub, on the SW corner of 5th and Fairmount. The Hub is home to the Festival Bar, the box office and Pig Iron's production of Welcome to Yuba City! Parking is available.

Q: When is the volunteer office open?

A: The volunteer office will be open full-time starting in late August. Office hours will be posted at that time online.

Q: How will I know what my schedule is?

A: If your sign-up form is turned in by August 10th, Karina will email you with your schedule by Friday, August 28th.

Q: How do I get a tee shirt?

A: Visit the volunteer office before your first shift + see Karina or Joanna.

Q: What if I have to cancel my shift?

A: Please give me 24 hours notice if you absolutely cannot make your shift, so that I can schedule someone in your place.

Q: I'm a ticket seller. Must I return the money + ticket stubs after closing the ticket booth?

A: You may stay + watch the show for which you sold tickets. However, before returning home, you MUST return the money and ticket stubs to the box office.

Q: How much do I have to volunteer?

A: You can volunteer as much or as little as you want!

Q: I put down my three shows that I want to see. Am I guaranteed to get scheduled for those three shows?

A: We do our best to schedule you for the shows you want to see, but every show has different volunteer needs and some shows are incredibly popular among volunteers, so I cannot promise that you will be scheduled for all the shows you want.

Q: I want to volunteer for a Philly Fringe show. How can I do that?

A: This office only staffs volunteers for the Live Arts Festival. If you would like to volunteer for specific Philly Fringe shows, please contact the theater company responsible for that show.

