

ART FAIR- Volunteer Job Descriptions

Note: Specific volunteer times are posted at the SIGN-UP website.

Yearly. Financial Sponsorship- \$\$

Members who do not physically volunteer at the Art Fair, may prefer to “participate” and donate money. All members and ‘outside organizations’ are welcome to make financial contributions toward the Women’s Club Scholarships and Grants Funds Program- 501c3.

Springtime- before Art Fair

June: Flier Distribution @ Emmet County

Throughout June, volunteers will visit local restaurants, stores and service locations asking permission to post a Flier advertising the coming Art Fair. This sign will be hung up for visiting customers to see and read. Additional handouts, cards and advertising devises may be used to market the fair.

June: Yard Signs @ Emmet County

Throughout June, volunteers will place yard signs throughout Emmet County in *authorized* desirable areas for the local street traffic to observe. Yard Signs are **checked out** at the May or June WC luncheons and returned at the August luncheon.

July- Art Fair Week

Monday. Transport - Prep @ Harbor Springs Mini Storage/ Nub’s Nob
Volunteers with a truck will transport items from the Storage Unit to Nub’s Nob; Lighting (8 tubs), Signage, Kitchen supplies, vases and other assorted supplies needed.

Monday. Food Preparation @ Nub's Nob /
Volunteers will chop celery. Bring a Food Processor.

Monday. Set Up Vendor Booth Areas- Tape floors @Nub's Nob/
Volunteers will measure, label and tape the floor/pavement to identify Vendor Booth Areas –both indoors and outdoors @ Nub's Nob.

Tuesday. Food Preparation @ Nub's Nob /
Volunteers will chop, slice and prep ingredients for menu items.

Tuesday. Baked Goods

Drop off time is Tuesday 8am-4pm @ Nub's Nob – Information Booth.
Uncut, labeled and wrapped.

Volunteers supply "baked"- Whole Pies, 2 Dozen Cookies, Brownies (pan) or Whole Cakes, to be sold at the "Slightly Gourmet Café" or Bake Sale.

Tuesday. Flower Arranging @ WC member home/ Tuesday & Wednesday/

Volunteers create multiple floral table arrangements for café area.
Finished vases are delivered and set up @ Nub's Nob Wednesday- AM.

Wednesday. Cashiers @ Nub's Nob- Indoors/4 shifts

Volunteers manage sales, handle money and make change in the 'Slightly Gourmet Café' or 'Bake Sale' areas.

Wednesday. Hospitality Table @ Nub's Nob- Indoors/

Volunteer (1) cuts coffee cakes and maintains the early AM "Welcome Vendors -Coffee n' Coffee Cake" table.

Wednesday. Entrance Booth @ Nub's Nob- Outdoors/4 shifts

Volunteers collect money, make change, stamp hand for entrance validations, sell water and oversee the entrance area.

Wednesday. Floaters @ Nub's Nob- Indoors or Outdoors/4 shifts
Volunteers handle money, make change and deliver lunch orders; assist with necessary Art Fair communications and assist Vendors or Art Fair guests as needed.

Wednesday. Kitchen @ Nub's Nob- Indoors/4 shifts
Volunteers prepare, plate and restock menu items; stock and refill beverage areas and work various other tasks needed in the kitchen.

Wednesday. Parking Lot @ Nub's Nob- Outdoors/4 shifts
Volunteers assist vendors and guests; providing parking instructions and area safety management.

Wednesday. Clean Up @ Nub's Nob- Indoors & Outdoors/2 shifts
Volunteers clean-up art fair areas throughout Nub's Nob. Includes: Collecting signage & number cards, removing tape, wiping tables and general clean up.