

VOLUNTEER SPONSORSHIP OPPORTUNITY

For churches and organizations!!

Round up volunteers from your church or organization for a great evening at Eve Fest on New Year's Eve! We are a family friendly, alcohol free festival in downtown Columbia, MO. A great way to spend New Years Eve! Your shift will only be for part of the evening or prior to the event so you can enjoy the rest of the festival with family and friends! You can "adopt" a particular venue and/or just tailor your talents to a particular position. Sponsorship exchange and particular positions are listed below. There will be a 2 hour training session on an evening just prior to the event from 5:30-7:30. Shakespeares pizza and drinks will be served. Date TBA.

To Volunteer: 874-7499 or volunteer@GoColumbiaMo.com
Website: www.columbiaevefest.com

SPONSORSHIP EXCHANGES-

EVE FEST FRIEND SPONSORSHIP

Provide 5 volunteers from your church or organization and become an Eve Fest Friend Sponsor! Approximately 5 hours of volunteer work and training per volunteer.

- Organization's name on Thanksgiving Parade, Eve Fest flyers
- Organization's name on website
- * Organization's name in Eve Fest Program Book (given to attendees with button purchase-3000)
- Organization's name in Columbia Daily Tribune thank-you ad in January
- 2 complimentary admission passes to Eve Fest per volunteer and additional passes available at a discount (\$5)

PATRON SPONSORSHIP

Provide 10-15 volunteers from your church or organization and become a Patron Volunteer Sponsor! Approximately 5 hours of volunteer work and training per volunteer.

- * Organization's name on Thanksgiving Parade flyers
- Organization's name on website
- Organization's name in Columbia Daily Tribune thank-you ad in January
- Sponsor name in Eve Fest Program Book (given to attendees with button purchase-3000)
- Organization's name announced from 1 venue stage, each set, throughout the evening.
- Sign with name on Venue i.e. "This Venue Sponsored By"
- 1 complimentary guest admission pass to Eve Fest in addition to free volunteer pass; (total of 20-30 passes) additional passes available at a discount (\$5)

AVAILABLE POSITIONS-

Doors open at 6:30 entertainment begins at 7:00 for all venues

Site Coordinators/Managers: For each venue at Eve Fest there are Site Coordinators who oversee the activities at the site, assist and train volunteers, make sure things go smoothly and the venue space is taken care of, foot traffic flows smoothly between performances, and bathrooms are kept functional. They are the key contact person between Eve Fest Headquarters and the venue. If any problem or questions arise with button sales or the venue, they communicate with HQ to resolve the situation. All other volunteers will check in with the site manager at each venue to begin shift.

Button Sales: Sell Eve Fest Buttons for \$7 to everyone 7 years old and over. Six years and under are free. You will be seated with the Button Sales assistant volunteer who will act as assistant to or back up for the button sales volunteer. **Review sales procedure sheet located at the venue.** First shift will be trained by the site manager. A 15-minute overlap is provided at the end of the first shift to train the second shift.

Button Sales Assistant: You will be seated with the Button Sales volunteer and will act as assistant to or back up for the button sales volunteer to give out buttons. **Review sales procedure sheet located at the venue.** First shift will be trained by the site manager. A 15-minute overlap is provided at the end of the first shift to train the second shift. If problems arise or questions are asked that you cannot answer, contact the site manager. Shift times: 6:15-8:15; 8:00-10:15.

Ushers and Usher/Button Checkers: Check to make sure all persons 7 years and older entering the venue are wearing a button. If not, direct them to the button sales table. Direct people to their seats and to appropriate exits after the performance. *Note:* Some venues will have people entering in one exit and exiting another exit. Check in with the site manager or assistant site manager for the specifics of your assigned venue. Site manager may assign other tasks (i.e. cleaning up spills, checking/stocking rest rooms, etc.) as time permits and circumstance indicate. First shift will be trained by the site manager and volunteers from the second and third shifts should be trained by the person they are relieving. If problems arise or questions are asked that you cannot answer, contact the site manager.

Ushers will direct traffic, make sure crowding does not occur around button tables and assist in moving people in between acts. If there is an evacuation emergency, they are to assist disabled and elderly first. Lead audience from the rear of seating area, one row at a time, as quickly as possible. Remain calm, use large body movements to show direction.

NOTE TO USHERS: The Missouri Theater will have Star Gazing on the upper level and the easiest way to get there is to use the elevator. This is also the accessible route to the balcony. The Methodist Church sanctuary accessible entrance is through the main entrance, to the left then right to the hallway. The auditorium elevator is next to the stairs. Please assist those who are disabled find the accessible routes to the venues.

Children's Art Assistant – Creation Station (Missouri United Methodist Church): There will be several art projects going on simultaneously. The art project instructors will let you know what you can do to help. You will be assisting younger children with art projects and assisting with immediate clean up (spills, etc.) First shift will be trained by the site manager. A 15-minute overlap is provided at the end of the first shift to train the second shift. If problems arise or questions are asked that you cannot answer, contact the site manager.

Ambassadors: Eve Fest Ambassadors have the very special job of assisting venues to make sure all our guests are having a wonderful evening. They serve as security people who watch for and report any problems to HQ and/or police officers, errand runners between the venues and HQ, and most importantly, as friendly helpers for guests and volunteers. They will help with the finales. Ambassadors are also invited to attend a training session that will be held in December. Review Ambassador instruction sheet for further details.

Hospitality Assistants: Hospitality Assistants will help by distributing food and water to the green rooms at each venue prior to the start of Eve Fest and are needed to check on supplies and tidy the green rooms between 6:30 and 10:00 p.m.

STAGE CREW POSITIONS

Stage Hands: At each venue we need one-two stage hands ready to help the sound engineers move equipment and chairs, assist the musicians as they set up and be the "stage gophers", making sure everything runs smoothly. Sometimes stage hands are called into another venue for a temporary chair set up before returning to their designated venue.

Stage Manager/Emcees: At each venue there is one stage manager/emcee who welcomes the performers to the stage, introduces the performers, announces sponsors and general announcements, makes sure the sound checks and the performances begin and end on time, and coordinates with the Festival Director if any problems or questions arise. Being a stage manager/emcee means you work in the evening (two emcees can split the night into 2 shifts) but these volunteers may also optionally attend the mid-to late afternoon soundcheck. A commitment that is truly appreciated by all the performers, sound engineers and steering committee.