

# Festival of Trees

## Volunteer Form



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone - Day: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Volunteers must be at least 16 years of age**  
*Dress attire: business casual*

\_\_\_\_ **YES**, I would like to receive periodic correspondence throughout the year about the Festival of Trees. (Available only by e-mail)

**Please mail this completed form to:**

Festival of Trees  
 ATTN: Volunteer Coordinator  
 108 E. Willow Street  
 Normal, IL 61761

For questions, contact (309) 451-7254.

Please mark ALL options for available **TIMES** you would be interested in working:

Set Up Times	Time(s) Available
___ Fri., Nov. 14, 1p – 8p	_____
___ Sat., Nov. 15, 9a – 2p	_____
___ Sun., Nov. 16, 12p – 8p	_____
___ Mon., Nov. 17, 9a – 10p	_____
___ Tues., Nov. 18, 9a – 9p	_____
___ Weds., Nov. 19, 9a – 2p	_____

**Wednesday, November 19**

\_\_\_ 5:00p – 9:00p

**Thursday, November 20**

\_\_\_ 8:15a – 12:00p  
 \_\_\_ 11:45a – 3:00p  
 \_\_\_ 2:45p – 5:30p  
 \_\_\_ 5:15p – 8:15p

**Friday, November 21**

\_\_\_ 8:45a – 12:00p  
 \_\_\_ 11:45a – 3:00p  
 \_\_\_ 2:45p – 5:30p  
 \_\_\_ 5:15p – 8:30p

**Saturday, November 22**

\_\_\_ 8:45a – 12:00p  
 \_\_\_ 11:45a – 3:00p  
 \_\_\_ 2:45p – 6:00p  
 \_\_\_ 5:45p – 9:15p

**Sunday, November 23**

\_\_\_ 8:45a – 11:30a  
 \_\_\_ 11:15a – 2:30p  
 \_\_\_ 2:15p – 5:15p  
 \_\_\_ 5p – 8:30p

**Tear Down-Monday, November 24**

\_\_\_ 8:00a – 12:00p

**Please indicate total number of shifts you are signing up for:**

\_\_\_ One Shift  
 \_\_\_ Two Shifts  
 \_\_\_ 3 or More Shifts

Please mark ALL options for available **AREAS** where you would be interested in working:

\_\_\_ **Set Up:** Prepare areas or help unload trucks prior to Festival.

\_\_\_ **Tear Down:** Help with clean up/take down after Festival closes.

\_\_\_ **Cookie Shop:** Assist customers, sell baked goods. Cashier duties.

\_\_\_ **Gift Shop:** Assist customers, sell gifts, package purchases, and cashier duties.

\_\_\_ **Greeter:** Greet guests and volunteers upon arrival and direct them to appropriate areas.

\_\_\_ **Admissions /Tickets:** Cashier duties, selling walk-in tickets.

\_\_\_ **Tree Angels / Gingerbread Village:** Watching over the trees, village, assisting the public, answering general questions.

\_\_\_ **Out & About and Spa Trees:** Encourage bidding for some great food and fun, featuring surprise packages from area hotels, restaurants, and spas.



**Various Areas**

**Jingle Bell Juntion Kid's Area**

\_\_\_ **Tours:** Welcome school groups, provide general introduction for Festival tours

\_\_\_ **Snack Volunteers:** Assist school groups with snacks, drinks and clean-up

\_\_\_ **Games:** Assist students with various games.

\_\_\_ **Kid's Only Gift Shop:** Assist children, sell gifts, basic cashier duties.

\_\_\_ **Crafts:** Help students with crafts and coloring sheets.

\_\_\_ **Gift Wrapping:** Assist children in wrapping purchased gifts.

\_\_\_ **Characters:** (1-hour shift) Wear costume to interact with children. NOTE: some costumes require facepaint. *Must have animated personality!*

\_\_\_ **Floating volunteers:** Assist with various activities and crafts as needed

\_\_\_ **Talking Tree:** Talk with the children as the Talking Tree, share their Christmas wishes *Must have animated personality!*

\_\_\_ **Talking Tree Helper:** Assist children who are visiting with the Talking Tree.

\_\_\_ **I am willing to help wherever needed.**

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**H**undreds of volunteers are needed to make the Festival of Trees a success. From setting up to staffing the gift shops to supporting the many activities during the four-day event . . . volunteers are involved in every aspect. If you can spare a few hours of your time, we would welcome your help! For more volunteer information, please complete and return this form by mail or call (309) 451-7254.

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**The Baby Fold**  
108 East Willow Street  
Normal, Illinois 61761  
Phone 309/452-1170  
Fax 309/452-0115  
[www.TheBabyFold.org](http://www.TheBabyFold.org)

# Festival of Trees

## VOLUNTEER FORM



*Get involved!*

November 20 - November 23, 2008  
The Interstate Center  
Bloomington, Illinois

[www.FestOfTrees.org](http://www.FestOfTrees.org)