



Madison Parks Prickett
Executive & Creative Director
mattprickett@savannahbookfestival.org

Katherine W. Oxnard
Assistant to the Director
katherineoxnard@savannahbookfestival.org

3025 Bull Street, Room 249
Savannah GA 31405
912-358-0575 phone/fax

Dear Volunteer,

To ensure a successful Festival, **we need your help!** To be a part of this wonderful event, please take a few minutes to answer the following questions and return the form at a training session or to the above address by January 22nd, 2010.

Volunteer Training

All new volunteers must attend **one training session**. Sessions will begin on time and last no more than one hour. Which session can you commit to attend? Please contact Katherine Oxnard at 912-358-0575 or katherineoxnard@savannahbookfestival.org to RSVP.

Thursday, January 28, 2010 _____
5:30 pm, Trinity Church Sanctuary
225 West President Street

Tuesday, February 2, 2010 _____
5:30 pm, Trinity Church Sanctuary
225 West President Street

Name _____

Email _____

Home _____ Cell _____

Work _____

Address _____

Best time & method to reach you _____

Volunteered in previous years? _____

Comments: _____

Availability

Please indicate your availability during the weekend of February 5-7, 2010. (**Author Escorts** should indicate availability for all time slots). We love volunteers who take multiple shifts, so be sure to indicate all shifts you are willing to work. Each volunteer will receive a Savannah Book Festival "EVENT STAFF" T-shirt to be worn during Book Festival events. Saturday volunteers receive **complimentary coffee, tea and pastries** from **The Sentient Bean** in our author **Green Room** in the **Telfair Academy Library**.

Friday, February 5, 2010 - 10-4: General tasks in preparation for the Festival
4-7: Ushering duties for Keynote Address* at Trinity Church

***This event requires special training!**

_____ 10 am – 4 pm
_____ 4 pm – 7 pm

Saturday, February 6, 2010 – Main Festival in and around Telfair Square

_____ 9 am – 11 am Festival
_____ 11 am – 1 pm Festival
_____ 1 pm – 3 pm Festival
_____ 3 pm – 5 pm Festival

Sunday, February 7, 2010 – Brunch in Jepson Center for the Arts

_____ 10 am – 2 pm

Volunteer Opportunities

A number of volunteer opportunities with varying time commitments are available. Please enter #1 to indicate your first preference and continue choosing as many as you would like.

_____ **Author Host**

Assigned to one author for the duration of the Festival, greeting him/her upon arrival, ensuring that the author arrives at functions on time and finally, ensuring that the author's departure goes smoothly. Other duties may include serving as a guide to Savannah. Some authors will require more "hand holding" than others. Position works in partnership with a Driver, or may be combined with Driver position. Requires a cell phone, and depending on the author, a significant time commitment. (Use of your automobile and cell phone are donations to the Festival.) This is an extremely important position, since you will be the author's first and most intimate impression of the Festival. Requires punctuality, tact, enthusiasm and an ability to anticipate the needs of others without being intrusive.

_____ **Usher**

Ensure that each Venue's audience is seated on schedule. Since some of our authors will likely attract a larger audience than their Venue will accommodate, this position will require diplomatic skills.

Information Representative

To answer any questions our attendees may have regarding the Festival and Savannah. This will obviously require that you have knowledge of these subjects and that you are capable of communicating this knowledge to our guests (English/foreign languages a plus). You will be stationed at our Information Booth in Telfair Square.

General Flunky

No specific duties, but availability and flexibility are required – you may be asked to fill in for any of the above positions at any time...promises to be fun and exciting! Some volunteers will be needed for our special events on Friday evening and Sunday, so if your time is limited this may be a good option for you.

Thanks again for volunteering for the Savannah Book Festival! You will play an important role in providing Savannah's famous hospitality for our inaugural event. Please contact Katherine Oxnard at 912-358-0575 or katherineoxnard@savannahbookfestival.org to RSVP or if you have any questions or comments.