



## Volunteer Application

Thank you for your interest; the Monterey Jazz Festival and Next Generation Jazz Festival promise to be great successes with the help of the many volunteers like you. We would like to invite you to participate; your support of these events is greatly appreciated!

**If you have volunteered for us previously, you are still required to complete this application.**

We will be filling positions on a **first-come, first-served basis**, so send in your application as soon as possible!!

***All applications must be received prior to September 1 to be considered for this years' festival.***

### Personal Information

**Name:** \_\_\_\_\_  
Last First

**Referred by:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
No. & Street

**Phone (cell):** \_\_\_\_\_

City State Zip

**Phone (days):** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_  
(To be used for Monterey Jazz Festival communications only)

**Do you have a valid driver's license?** YES NO

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### Status (check one):

<input type="checkbox"/>	Employed - What's your occupation?:	_____
<input type="checkbox"/>	Retired - What was your occupation?:	_____
<input type="checkbox"/>	Student - What school do you attend?:	_____

### Skills, Abilities, and Preferences

Available for the Monterey Jazz Festival in September?	_____
Available for the Next Generation Jazz Festival in April?	_____
Do you prefer to work: (check one or both)	Behind the Scenes In a Crowd
Are you comfortable working in the kitchen?	_____
Can you lift 50 lbs comfortably?	_____
What languages do you speak fluently?	_____
Are you comfortable handling money and making change?	_____

What other skills could you offer to MJF?  
\_\_\_\_\_

How did you become interested in MJF and what prompted you to become involved as a volunteer?  
\_\_\_\_\_

### Previous MJF Volunteer Experience; or Other Relevant Experience

\_\_\_\_\_

## Volunteer Job Descriptions

Please rank in order of preference (in the small box at the top left corner of each division on the chart below), with **1 being your top choice and 5 being your last choice**. *Please rank only the divisions you are interested in (divisions may be left blank if not interested)*. We will do our best to assign you to one of your top choices; however, some areas fill up quickly so you may be assigned to a division that needs additional volunteers, provided you ranked it. You will not be assigned to a division that you did not rank.

Rank	Division	Description	Rank	Division	Description
	Hospitality	Assist Hospitality Manager in preparation & delivery of food & beverage to various Grounds locations. (O,L,W)		Transportation	Assist Drivers with hotel & airport pick-ups; some driving possible (with valid drivers license and insurance) (O,L)
	Program Seller	Sell MJF Souvenir Programs on the grounds. (O,J,W,M)		Special Events	Assist with setup of special event areas. For example: Gala, Chalet's (9/14) (I)
	Education Booth	Assist with Silent Auction and Raffle, provide information regarding the MJF Education Program (O,T,M)		Credential Office	Assist Credential Manager with distribution and printing of festival credentials. (C,I)
	T-Shirt Distribution	Sort and distribute T-Shirts for staff, crew, artists, and volunteers. (L,I,J)		Volunteer Services Tent	Assist Volunteer Coordinator with check-in of volunteers and oversee volunteer hospitality tent. (OT)
	Grounds Crew	Assist in deliveries and vendor coordination (O,L,W)		Merchandise Sales	Inventory and sell festival merchandise at various locations on the festival grounds. (L,OT,M)
	Production Crew	Assist with equipment deliveries between various stages (I,O,L,W)		Recycling Services	Instruct patrons on food waste disposal at various locations on the festival grounds. (O, W)
	Ticketing Operations	Assist Ticketing Manager in line control, patron questions, ticket scanning (O,W)			

**Key:** (C) Computer use (I) Assignment is indoors (O) Assignment is outdoors, potential for varied weather conditions. (OT) Assignment is outdoors, but in a tent — NOT climate controlled. (L) Heavy lifting required (up to 50 lbs). (J) Junior volunteers (11-17 years old) will be considered. (W) Some walking required. (M) Some handling of money required; must be able to make change.

Please circle the shifts below that you are available to work. Please have your shift selection reflect this need.  
**The majority of shifts are needed Friday through Sunday of festival weekend.**

**Note: This is a schedule guide to assist the coordinators, not an actual schedule.**

MON	TUES	WEDS	THURS	FRI	SAT	SUN	MON
9AM-1PM	9AM-1PM	9AM-1PM	9AM-1PM	9AM-1PM	9AM-1PM	9AM-1PM	9AM-1PM
1PM-6PM	1PM-6PM	1PM-6PM	1PM-6PM	1PM-6PM	1PM-6PM	1PM-6PM	1PM-6PM
				6PM-12AM	6PM-12AM	6PM-12AM	

**You must attend a Volunteer Orientation meeting; you will be notified of available dates/times/locations.**

## Participation Form

I request consideration to participate as a volunteer at the Monterey Jazz Festival and/or the Next Generation Jazz Festival. The undersigned hereby assumes all responsibility and risk of personal injury, property loss or damages, and wrongful death, while acting in a volunteer capacity, and hereby agrees to release and hold harmless Monterey Jazz Festival, Inc., its employees and Directors from any and all claims arising from such activity. I, the undersigned, agree that I am at least 18 years of age and have read and voluntarily signed this participation form. If under 18 years of age, my parent or legal guardian has granted approval for my participation by signing below.

Signature of Participant or Legal Guardian (if under 18 years of age)

Date

**Check here if you are interested in volunteering for other MJF needs (special events, office work, etc.) during the year:**

Notes/Requests to the Volunteer Coordinator:

### **Thank you for offering to volunteer for the Monterey Jazz Festival!**

Positions will be filled on a **first-come, first-serve** basis, so send in your application now!

Please return this completed form to:

**Monterey Jazz Festival Volunteers**

**P.O. Box JAZZ**

**Monterey, CA 93942**

**Fax: (831) 373-0244**

#### **E-Mail Options**

- 1. Save the completed application, then send the file to the email address below.**
- 2. Print the completed application, then send the file to the email address below.**

For more information, please contact the MJF Volunteer Coordinator at **(831) 204-VMJF (8653)** or by email:

[volunteer@montereyjazzfestival.org](mailto:volunteer@montereyjazzfestival.org)