

# JAZZ ARTISTS OF CHARLESTON [JAC] VOLUNTEER WORKSHEET

Name \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone \_\_\_\_\_

Alt Phone \_\_\_\_\_

Local Address \_\_\_\_\_  
\_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

How many hours per week are you able to give? \_\_\_\_\_

How many hours do you need for credit? \_\_\_\_\_

In what specific areas are you interested in volunteering?

\_\_\_\_\_ **Sign me up for it all!**

I'm eager to help and learn in any area I am needed most! This includes in-office general work, involving office management, file maintenance, mailing list management, letter writing, general archiving, etc.

\_\_\_\_\_ **Event Pre-Production** *please note that all events are currently in pre-production*

event planning, budgeting, graphic design, poster/flyer distribution, box office management, press release writing, press distribution, advertising, newsletter/ mailing list contact, program design/writing, etc.

\_\_\_\_\_ **Event Day-Of Production**

set-up/strike, stage management, house management, box office management, direct audience communication, ushering, band/staff hospitality, donor hospitality, programs, merchandise sales, etc.

\_\_\_\_\_ **Event Post Production**

budget reconciliation, thank you letters, archiving press/pics/video/audio recordings, music library re-organization, box office reconciliation, checklist for "next time", mailing list updates, etc.

**If you selected EVENT Pre, Day-Of or Post Production, please specify which event(s) you are interested in offering your assistance:**

\_\_\_\_\_ **March 21<sup>st</sup>:** JAC Fundraiser @ The Riviera

\_\_\_\_\_ **April 4<sup>th</sup>:** Charleston Jazz Orchestra: The Music of Count Basie

\_\_\_\_\_ **May 22<sup>nd</sup> - June 6<sup>th</sup>:** Piccolo Spoleto Festival Jazz Series

\_\_\_\_\_ **May 23<sup>rd</sup> - June 6<sup>th</sup>:** Upstairs @ Mistral

\_\_\_\_\_ **June 2<sup>nd</sup>:** Holy City Homecomin' feat. CJO

\_\_\_\_\_ **September 4<sup>th</sup>:** Charleston Jazz Orchestra: Latin Night

\_\_\_\_\_ **November 25<sup>th</sup>:** Charleston Jazz Orchestra: A Suite Holiday

**When are you generally available during the week?**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>

**When are you available to start volunteering?**

**List three of your strongest skill sets.**

- 1.
- 2.
- 3.

**How did you hear about JAC and its opportunities for volunteering?**

**Why are you interested in volunteering for JAC?**

Thank you for your interest! We will contact you soon to schedule your volunteer hours. Please return your completed worksheet via email, regular mail, fax or in person to the following:

**JAZZ ARTISTS OF CHARLESTON**  
185-B St. Philip Street  
Charleston, SC 29413  
p/ 843.641.0011 :: f/ 888.790.5358  
jac@jazzartistsofcharleston.org