

MADISON VALLEY ARTS FESTIVAL – VOLUNTEER LIST

EVENT DATE: 7/25/26 10 am to 5pm

MVAF MEETING COORDINATORS: LOUISE STEVENS.

Schedule and conduct meetings. LOUISE S. will maintain Volunteer List.

SECRETARY: LORI FINK

Take notes at the MVAF meetings.

RAFFLE: Get donors for five raffle items: BARBARA GILLISPIE CHELSEE M. will print raffle tickets. Raffle items to be delivered to BARBARA G. by ~~mid~~ <sup>1st</sup> June. Raffle ticket stubs & money will be mailed to EAA PO box. BARBARA CHALIPA will retrieve ticket stubs/money sold when on display & periodically check venues to replenish with blank raffle tickets & deposit money. LOUISE S. will submit article in Madisonian with picture and send thank you notes to raffle donors. CHELSEE M. will notify LOUISE S. to send out a reminder by email in the beginning of July with raffle ticket attachment. Drawing at 4:45 pm. Tickets 1/\$2.00, 6/\$10.00. Buyer of raffle ticket(s) can choose raffle item they would like to try to win. Buckets will be next to each art raffle item. Mailed raffle tickets will be distributed in each of the buckets.

CHAIRMAN: BARBARA GILLISPIE

1. MARIE CURRIER
2. CAROL CLARKSON
3. SUE SHERARD + ? YANKOVICH
4. TBD
5. TBD

ITEM: HOLLYHOCK PRINT BY LORI FINK  
ITEM: POTTERY BOWL  
ITEM: QUILT - WINDOWS OF THE MADISON  
ITEM: \_\_\_\_\_  
ITEM: \_\_\_\_\_

DISPLAY RAFFLE ITEMS: BARBARA G. will deliver raffle items to be displayed at two Ennis Banks and the Madison Valley Public Library and retrieve raffle items from venue where displayed the day before festival. On Festival Day deliver raffle items, pre-sold tickets, monies collected and remaining blank tickets to Information Booth during 7:00-10:00 am set-up.

JURY COMMITTEE: Submit "Call to Artists" article to newspapers & art organizations. Mail applications for juried art show. Receive applications and fee (\$85.00 per space for non-members, \$65 per spaced for EAA members) from artists. After the judges jury the applications to determine acceptance or rejection, the chairman will mail notification letters to applicants & assigned artists' booth spaces. Judges will meet following the April 1st application deadline. Notice of jurying results mailed by Mid-April.

CHAIRMAN: KENT PORTERFIELD + SUE KINN BROWN

JUDGES:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

SIGNS & POSTERS: Arrange with Signs West to have signs updated & put up on the poles along Main Street. Distribute poster to volunteers at July EAA Meeting. Put up banners and park directory signs. Check signs at MVAF Meeting: Face Painting, EAA Information Booth, Restrooms, Food Booth, Musical Entertainment.

CHAIRMAN: BARBARA C. + VAL K.

POSTERS DESIGNED AND PRINTED: CHELSEE M.

**INFORMATION BOOTH:** Set up display & coordinate booth for visitor information, sale of raffle tickets, & display of raffle items. Chairman is responsible for having start-up money for the booth, & for notifying volunteers of their committed time slots. Chairman is responsible for overseeing raffle tickets drawn, winners announced over entertainment microphone and see that the winners receive their prizes.

**CO-CHAIRMEN** LOUISE S. + BARBARA C. / BARBARA G. - VOLUNTEERS

- 10 am – 12 pm \_\_\_\_\_
- 12 pm – 3 pm \_\_\_\_\_
- 3 pm – 5 pm \_\_\_\_\_
- 4 pm – 5 pm \_\_\_\_\_

**MEDIA PUBLICITY:** LOUISE STEVENS will submit MVAF listing to online and printed magazine & newspaper calendars as per their deadlines. MARGIE RECK will write & submit MVAF article and photo to various newspapers approximately two weeks before festival, submit to Madisonian's Community "Outpost" page and ask Ennis School to place event on their electronic bulletin board week before event. Chelsee Mahsman will place 2 paid color advertisements in Madisonian.

**CO-CHAIRMEN:** \_\_\_\_\_

**FOOD BOOTHS:** Coordinate with Presbyterian Women on their booth of baked goods and coffee. Fee is \$80. Contact Madison Valley Bank for permission to plug into the east side of their ATM building. Line up local food vendors to serve lunch. Fee is \$150. Lil Hogpit BBQ has been confirmed.

**CHAIRMAN:** BARBARA G.

**FACE PAINTING BOOTH:** Chairman will make sure table, chairs & supplies are set up & taken down & will contact volunteers approximately a week before the event to remind them of the time they are scheduled.

**CHAIRMAN:** CHELSEE M.

- 11am – 12pm \_\_\_\_\_
- \_\_\_\_\_
- 12pm – 1pm \_\_\_\_\_
- \_\_\_\_\_
- 1pm – 2pm \_\_\_\_\_
- \_\_\_\_\_

**SET-UP DAY BEFORE FESTIVAL:** Chairman is responsible for measuring and staking boundaries of the booth spaces. Committee will also pick up festival items from EAA storage unit, set up canopies for Information Booth (2), Face Painting Booth & Entertainment spaces and set up electrical box from bank. Set up is Friday, July 26. Chairman is to remind volunteers of set up date and time.

**CO-CHAIRMAN:** TBD.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**MORNING OF EVENT:** Be on-site 7:00-10:00am to welcome vendors, make sure booths are properly positioned in assigned spaces, arrange patio table & chairs, put up signs, pick up blown down branches, raise canopies, generally make sure park is ready for festival & address any problems.

**WELCOMING GROUP:**

**INFORMATION BOOTH:** BARBARA C/BARBARA G./LOUISE S. + JOHN

**ARTISTS:** BARBARA G.

**FOOD BOOTHS:** \_\_\_\_\_

**FLOATER:** MARGIE PECK

**FLOATER:** \_\_\_\_\_

**PORTA-POTTIES:** Schedule Porta-Potties and washing station. Confirm week before festival.

**CHAIRMAN:** MARGIE PECK

**WATER:** Buy ice and bottled water. Be sure two coolers from storage unit are at Information Booth and fill.

**CHAIRMAN:** BARBARA GILLISPIE

**DOG WATER BOWLS AND DOG WASTE STATION:** Keep water bowls full and put up dog waste station.

**CHAIRMAN:** MARGIE PECK

**TRASH & RECYCLING CANS:** Monitor trash cans during festival. Replace trash can liners as needed. Have a recycling can next to each trash can for plastic & aluminum combined. Take trash to dump & sort recycling.

**COMMITTEE:** \_\_\_\_\_

**CLEAN-UP:** Dismantle & leave park in tip-top shape. At conclusion of festival, all canopies, tables, chairs, garbage cans & signs should be gathered at the Main Street Information Booth & then taken to storage unit. Search park for any leftover litter.

**CHAIRMAN:** TBD

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**MUSICAL ENTERTAINMENT:** Contact and schedule local musicians to play day of festival. Assist musicians with electrical connection at the bank and plug-ins, (10 fabric staples for electrical cords should be in plastic bag from storage unit), be sure musicians have enough water, chairs, and are paid by Treasurer.

~~Gene and Cynthia Bach will be entertaining again this year. We will pay them \$300 plus lunch.~~

**CHAIRMAN:** ? 2 ACTS / \$350 EACH

**SURVEY:** Create survey & distribute to authors, artists & food vendors to get feedback. Send email to vendors post-festival. Compile and record results for post-festival meeting.

**CHAIRMAN:** LOUISE S.

**RUNNERS:** Check with artists during fair regarding break, lunch or water. Two volunteers for the morning & two for the afternoon.

**CHAIRMAN:** \_\_\_\_\_

**MORNING**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**AFTERNOON**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_