

LITERARY ARTS VOLUNTEER OPPORTUNITIES

Thank you for volunteering your time. You are an ambassador for not only the Literary Arts Department of the San Mateo County Fair, and the San Francisco Peninsula branch of the California Writers Club; you represent the entire writing community who has joined together to help *Carry the Light* of creativity and connection.

The following suggestions are some of the things you can do to help our literary department flourish. Be creative. If you think something can be done a better way, let us know. Most of all, enjoy yourself!

Stage area:

Straighten tables and chairs between each event

Pick up discarded water bottles and place in trash between each event

Make sure workshop presenters have fresh water

If you are assigned to be a presenter's personal assistant, make sure he/she is comfortable and has everything necessary for a successful workshop experience

Clean up stage area; restack event flyers and presenter promos; remove flyers after events; maintain the authors' info and material table throughout the week

Interact with fairgoers; answer questions about our literary contests; show them how to take down individual entries to read; encourage people to come into our stage area and join the audience; give them promotional materials

Take thorough notes throughout panels or presentations, transcribe notes (typewritten would be perfect) afterwards, and email them to literary@smeventcenter.com. They will be posted on our fair page for others to access and learn.

Be part of the audience; pay attention and ask questions if there is a lull; engage other audience members to enliven the presentation

Bring a camera and take photos and/or videos of presenters during their events, capture cameo shots of presenters and audience members; take long shots when the area is full of fans; capture the fun and spontaneity of the literary department. Let us know if you can edit film!

Be watchful of any suspicious behavior, such as individuals lingering too close to books for sale or other personal belongings left unattended; be aware of anything that looks out of the ordinary; be on the alert for lost children (do not personally engage with the child; report it immediately and let Security do their job).

Beyond the literary stage area:

Run errands to the event center office or elsewhere on fairgrounds

Distribute event flyers to fairgoers either in Expo Hall or out in the fairgrounds

Backstage:

Keep mini fridge stocked with bottled water (moving colder ones to the front)

Clean out mini fridge, remove half-eaten food left more than a day or two

Maintain the back stage area; throw away discarded cups, lunch bags, etc; keep walkways clear both backstage and the stage area to avoid accidents; report any extension cords or other wires that come undone and could cause tripping; keep watch of presenters' personal purses or bags, etc.; report any suspicious people backstage

Maintain volunteer forms and make sure each new person signs one, which will be kept alphabetically and signed whenever the volunteer returns for another shift; take back yellow ribbons when volunteers end their shifts