

Dear Hope Center for the Arts Volunteer,

The tree is up, the lights a glow, it's time to celebrate with folks we know, we hope you will join us as a volunteer for our 29<sup>th</sup> Annual Holiday Show!

**Hope for the Holidays, Past, Presents and Future**  
**Friday, December 16, 2016**  
**Anaheim First Christian Church**  
**520 W. South Street, Anaheim, CA 92805**  
**Boutique Opens at 6:00p.m.**

Generous volunteers like you are the key to our **success** and make it possible for HOPE to transform the lives of adults with intellectual disabilities through the arts.

The concert will feature performances by: Hi Hopes, Hand-bells, Vocal Choir, Chimers, Dance, and Drama Ensembles. This year's concept will be "Hope for the Holidays, Past, Presents and Future".

So grab your coat, scarves, mittens and holiday dresses to join us for an unforgettable night of **whimsy, music and more**. Lose yourself in the holiday spirit and do your last minute gift shopping at Hope's Boutique.

Good times, good cheer it's the most wonderful time of the year.

Let's make it a night to remember!



## VOLUNTEER TASK DESCRIPTIONS

Hope for the Holidays, Past, Presents and Future  
Friday, December 16, 2016

Volunteers will assist with one of the following:

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4:00p.m. – 6:00p.m.

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### **HOPE Handmade**

Unpack bins with items  
Help with putting everything in order

### **Registration Table - 2 Individuals**

Unpack bin with supplies  
Set up table

### **Coffee and Treats - 1 Individual**

Set up table

### **Information Table – 1 Individual**

Set up table

### **Back Stage – 2 Individuals**

Set up costumes  
Set up prop layout

### **Parking Lot – 2 Individuals**

Set up directional signs in appropriate place

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6:00p.m. – 7:30p.m.

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### **HOPE Handmade**

Welcome guest  
Clarify if needed prices  
Place all bought items into bags  
Restock items if running low  
Clarify other questions if know, if not direct to HOPE staff

### **Registration Table – 2 Individuals**

Welcome guest  
Check in under, their last name  
Direct guests to HOPE Handmade  
Direct guest to performance area  
Clarify other questions if know, if not direct to HOPE staff

**Coffee and Treats – 1 Individual**

Welcome guest  
Let them know who sponsored the coffee and treats  
Keep an eye out on the donation box  
Keep table tightly

**Information Table – 1 Individual**

Welcome guest  
Ask guest if they can fill out an information sheet to update our records

**Back Stage (6:00p.m. – 9:15p.m.)**

Move and assist artists  
Move equipment

**Artist Greeter – 1 Individual**

Help artist to get out of their cars  
Direct artist to appropriate room

**Parking Lot – 2 Individuals**

Direct artists to be dropped off at appropriate door  
Direct all guest to registration table

**Usher – 2 Individuals**

Welcome guest  
Keep track of seats that are still open  
Pass out programs  
Clarify other questions if know, if not direct to HOPE staff

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8:20p.m. – 8:40p.m.

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**Intermission – 2 Individuals**

Help pass out donation cards  
Collect completed donation cards

**Registration Table – 1 Individual**

Clean up  
Pack all items  
Load into car(s)

**Parking Lot – 2 Individuals**

Gather all signage  
Load into car(s)

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9:15p.m. – 10:30p.m.

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**HOPE Handmade (8:45p.m.)**

Pack all items into appropriate boxes  
Load into car(s)

**Back Stage – 5 Individuals**

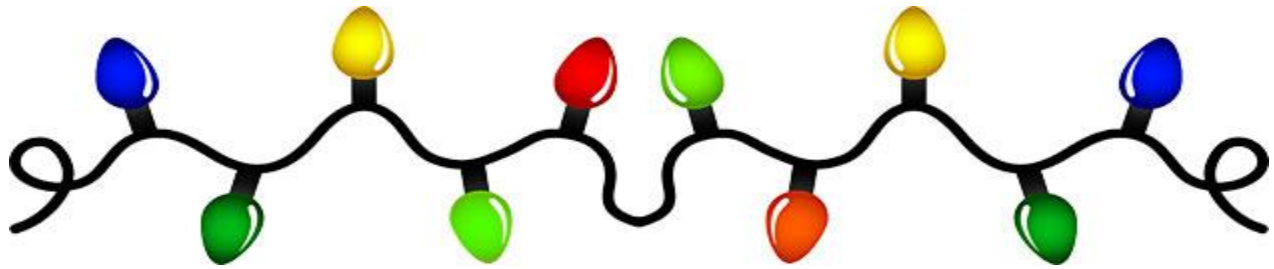
Pack all equipment  
Load into cars(s)

**Coffee and Treats – 1 Individual (8:45p.m.)**

Clean up  
Load left overs into car(s)

**Information Table – 1 Individual (8:45p.m.)**

Clean up  
Load into cars(s)



## EVENT VOLUNTEER INFORMATION FORM

Hope for the Holidays, Past, Presents and Future  
Friday, December 16, 2016

\_\_\_\_ **Yes!** I would like to volunteer at the 29<sup>th</sup> Annual Holiday Show  
*Please let us know yes or no by **Friday, November 18, 2016.***

### General Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number (that will be on you the day of): \_\_\_\_\_

Email: \_\_\_\_\_

### Individual to Contact in Case of Emergency:

Name and Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**How did you hear about this opportunity? Would you like to be contact for other volunteer opportunities?** \_\_\_\_\_

### Confidentiality Agreement:

It is understood and agreed to that certain information regarding the HOPE Center for the Arts individuals must be kept confidential to respect and protect their identities. Please refrain from disclosing personal information, such as full names, diagnosis, personal history and current addresses of the individuals as well as any photography or sound recordings to anyone that is not directly affiliated with HOPE Center for the Arts unless prior permission is granted.

I, \_\_\_\_\_, have read, understand and voluntarily accept this agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_