

Virginia Extravaganza Volunteer Form

If you are interested in volunteering for our event please complete the following form. We appreciate your generous offer to help. The strength of our volunteer team is critical to our success. You will be contacted with details regarding volunteering. Volunteers will receive free admission for each three hour shift worked. Volunteers who work 4 or more three-hour shifts over the three days will receive an official EE T-Shirt. Please fax completed form to 410-510-1306.

What size T-shirt do you wear?

- | | | |
|-----------------------------|----------------------------|------------------------------|
| <input type="checkbox"/> XS | <input type="checkbox"/> M | <input type="checkbox"/> XL |
| <input type="checkbox"/> S | <input type="checkbox"/> L | <input type="checkbox"/> XXL |

We have a variety of jobs for volunteers. Some involve working with horses. How would you rate your experience with horses?

- Not much experience
- Some experience
- Very experienced

In what other ways would you like to help?

- Helping with PR prior to event
- Pass out flyers Other

Can you volunteer:

- One day Several days

Name	
Organization	
Street Address	
Address (cont.)	
City	
State/Province	
Zip/Postal Code	
Work Phone	
Home Phone	
Cell Phone	
E-mail	
URL	
Distance from Richmond Raceway	

Check the areas in which you would like to help? All volunteers must be over 18 years of age:

- | | | | | |
|---------------------------------------|--|--|---|--|
| <input type="checkbox"/> Parking | <input type="checkbox"/> Horse Walker (must be over 18 and experienced horse person) | <input type="checkbox"/> Arena Manager | <input type="checkbox"/> Security | <input type="checkbox"/> Barn Helper |
| <input type="checkbox"/> Ticket Taker | | <input type="checkbox"/> Clinician Aide | <input type="checkbox"/> Raffle Tickets | <input type="checkbox"/> Stall Mucking |
| <input type="checkbox"/> Jump Crew | | <input type="checkbox"/> Transportation for Clinicians | <input type="checkbox"/> Sales | |
| | | | <input type="checkbox"/> First Aid | |

Wednesday: Set Up <input type="checkbox"/> 8 a.m. - 11 a.m. <input type="checkbox"/> 11 a.m. - 2 p.m. <input type="checkbox"/> 2 p.m. - 5 p.m. <input type="checkbox"/> 5 p.m. - 8 p.m.	Thursday: Set Up, Check In <input type="checkbox"/> 8 a.m. - 11 a.m. <input type="checkbox"/> 11 a.m. - 2 p.m. <input type="checkbox"/> 2 p.m. - 5 p.m. <input type="checkbox"/> 5 p.m. - 8 p.m.	Friday <input type="checkbox"/> 8 a.m. - 11 a.m. <input type="checkbox"/> 11 a.m. - 2 p.m. <input type="checkbox"/> 2 p.m. - 5 p.m. <input type="checkbox"/> 5 p.m. - 8 p.m.	Saturday: <input type="checkbox"/> 8 a.m. - 11 a.m. <input type="checkbox"/> 11 a.m. - 2 p.m. <input type="checkbox"/> 2 p.m. - 5 p.m. <input type="checkbox"/> 5 p.m. - 8 p.m.	Sunday: <input type="checkbox"/> 8 a.m. - 11 a.m. <input type="checkbox"/> 11 a.m. - 2 p.m. <input type="checkbox"/> 2 p.m. - 5 p.m. <input type="checkbox"/> 5 p.m. - 8 p.m. <input type="checkbox"/> 8p.m. - 11 p.m.
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Monday: Take Down

- 8 a.m. - 10 a.m.
- 10 a.m. - 12 p.m.

Do you have any special skills that would be helpful to our event?

- | | | |
|--|---|---|
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Project Coordination |
| <input type="checkbox"/> Other | | |

Fax completed forms to 410-510- 1306.

Please number the specific areas in which you would like to assist in order of your preference. We will do everything we can to give you your first choices.

Wednesday and Thursday Set Up:	
	Banners and sign placement, program and magazine displays
	Wiping down stalls in Breed Pavilion
	Aisle prep (rolled roofing in stalls and isles)
	General assistance with overall site set up and preparation
	Arena and Seminar Room Set up (easels, coolers, muck buckets, tables, projector and screen, speakers etc)
	Shavings distribution to stalls, stall set up and prep for horses
	Assist barn manager with horse check in.
During the event (Thursday through Sunday):	
	Greeters and Flyer/Program distribution at main entrance
	Information Booth Assistance
	Jump and Round Pen Crew
	Stall cleaning and prep as horses leave
	Shavings distribution and stall admin at Barn Office
	Door prize assistance
	Evening show ushers
	Door guards during daytime and evening shows.
	Youth Pavilion assistance
	Restocking the buyer bags, publications, and distribution materials
Strike: Sunday - 5:00–11:00pm	
	Remove and inventory banners and signs
	Arena removal
	EE equipment return and inventory (arena equipment, speakers, mics, coolers, etc.)
	Volunteer and exhibitor lounge clean up and inventory
	Removal of mats and rolled roofing in aisles and stalls

As a volunteer I understand and agree to the following:

Volunteer shifts are three hours in length, but can be modified to more or fewer hours to meet individual needs.

For each three-hour shift worked I will receive admission to Equine Extravaganza for one day.

If I volunteer for three shifts I will receive an official EE 2008 T-Shirt.

I must read and sign the liability release a part of my volunteer agreement.

Volunteer Applicant Signature

Date