



Light Up the Hills Volunteer Opportunities

September 22, 2018 marks the third annual **Light Up the Hills** festival, a family-friendly celebration of local music, art, performance, and light! Volunteer participation is essential to the success of this event. There are many roles that need to be filled, including tasks leading up to and during the event and roles suitable for both individuals and groups.

Lantern-making Workshops - Advance Workshops

We are seeking volunteers to help facilitate the lantern-making workshops, which are scheduled on September 15, 18, and 20. Set up and distribute the craft materials and give creative guidance. We welcome you to be artistic and make a lantern yourself! A great activity for friends!

Date/time: Workshop 1: September 15 from 3:00 pm to 6:00 pm

Workshop 2: September 18 from 3:00 pm to 6:00 pm

Workshop 3: September 20 from 4:30 pm to 7:30 pm

Time commitment: 3 hours

If you would like to apply as a group, please indicate on the Information Form below!

Day of Event – September 22

Event Set Up

① Small groups of volunteers will be tasked with illuminating a defined area along the pathway. We encourage you to get creative! Groups may use materials of their own design*, or they may use the materials provided (paper lanterns, LED lights, cable ties). A fun activity for friends or families!

Date/time: September 22 between 12:00 pm and 5:00 pm. Take down will take place at 9:30 pm. Please outline your availability on the attached Volunteer Information Form.

Time commitment: 2 hour minimum

If you would like to apply as a group or pair, please indicate on the Information Form below!

*Those wishing to design their own materials will require final approval from the Light Up the Hills planning committee.

② A group of volunteers is required to set up the lantern-making area near Belmont School. Tents, tables, chairs, lighting, and craft materials will be assembled and organized, allowing for participants to decorate lanterns to carry during the event. Have fun making your own lantern!

Date/time: September 22 at 5:00 pm

Time commitment: 2 hours

If you would like to apply as a group, please indicate on the Information Form below!

③ Walk the festival path while setting up the event signage and lighting, which will provide directions and help showcase the featured illuminated artworks.

Date/time: September 22 at 5:00 pm

Time commitment: 1 hour

If you would like to apply as a pair, please indicate on the Information Form below!

Directing Crowds/Information

Be right in the middle of the action! We need help directing participants, handing out programs, and answering general questions during the event. This role is suitable for both individuals and small groups.

Date/time: September 22 at 7:00 pm or 8:00 pm

Time commitment: 2 hour minimum

If you would like to apply as a pair, please indicate on the Information Form below!

Lantern-making at Event

We need creative volunteers to help guide participants in making lanterns during the event! This is our busiest volunteer role, and is suitable for groups or individuals who are great at multitasking!

Date/time: September 22 at 6:00 pm or 7:30 pm

Time commitment: 2 hour minimum

If you would like to apply as a group, please indicate on the Information Form below!

Event Take Down

Small groups of volunteers will be needed to help disassemble the lantern-making station and take down the lights placed along the pathway. This is a great option for those who want to enjoy the entire festival as a participant, but still want to be involved!

Date/time: September 22 at 9:30 pm

Time commitment: 1 hour

If you would like to apply as a group, please indicate on the Information Form below!

Please identify your your first three choices (1, 2, 3) on the attached Volunteer Information Form.

Other Details

Volunteers who are working during the event will be required to wear a reflective vest to identify themselves.

Volunteers under the age of 16 must be accompanied by a responsible adult.

All volunteers are invited to decorate a lantern free of charge and will receive a voucher for a free beverage during the event!

For more information, visit westshorearts.org or contact the West Shore Arts Council at admin@westshorearts.org or 250-478-2286.

VOLUNTEER INFORMATION FORM

(Please Print Clearly)

Name: _____

Contact Email: _____

Mailing Address: _____

Phone Number: _____

Will you be participating as an individual or as a group?

Individual

Group

If you selected group, please state how many individuals will be involved: _____

Preferred Volunteer Role: (Rank your first, second and third choice for preferred volunteer opportunities)

Role	Ranking	Time Availability
Lantern-making Workshop		Please check one: Workshop 1: Sept 15 <input type="checkbox"/> Workshop 2: Sept 18 <input type="checkbox"/> Workshop 3: Sept 20 <input type="checkbox"/>
Event Set up: ① Illuminating the Pathway		Please note your availability. (Note: this task can occur between 12pm and 5pm on September 22, 2 hour minimum)
Event Set-up: ② Assembling Lantern-making Area		Required availability: September 22 from 5pm-7pm
Event Set-up: ③ Signage		Required availability: September 22 from 5pm-6pm
Directing Crowds/Information		Please check one: Shift 1: 7pm-8:30pm <input type="checkbox"/> Shift 2: 8pm- 9:30pm <input type="checkbox"/>
Lantern-making at Event		Please check one: Shift 1: 6pm-8pm <input type="checkbox"/> Shift 2: 7:30-9:30pm <input type="checkbox"/>
Event Take Down		Required availability: September 22 from 9:30pm-10:30pm

QUESTIONS: For more information, visit westshorearts.org or contact the West Shore Arts Council at admin@westshorearts.org or 250-478-2286.