

**MISSOURI CITY JUNETEENTH  
CELEBRATION FOUNDATION**

**Volunteer Registration Form**

<b>Mail To:</b>	MCJCF Volunteer Coordinator P.O. Box 1077 Missouri City, Texas 77489
<b>Date:</b>	
<b>Preferred Assignment:</b>	
<b>Specific Skills:</b>	
<b>Brief outline of Specified Skills:</b>	
<b>Volunteer Name:</b>	
<b>Volunteer Contact Information:</b>	
<b>New Volunteer or Returnee?</b>	
<b>Prior MCJCF Volunteer Dates:</b>	
<b>Prior Area(s) of Placement:</b>	

**COMMENTS FOR VOLUNTEERS COORDINATOR TO ASSIST IN MATCHING PROCESS**

- Any area or event that hold a greater / higher interest to aide placement process:  
(e.g. inventory experience, food handling, etc.):



## **Assignment Descriptions:**

Festival Set-up/Tear-down – assist with general Festival set-up/tear-down, install signage, arrange booths, etc.

Vendor Load-in/out Assistance – assist zone vendors with getting to their assigned booth from the Vendor Information Booth, assist with vendor set-up.

Groundskeeper – keep Festival grounds clear of trash. Empty trash receptacles, replace receptacle liners.

Stagehand – assist with on-stage activity.

Ambassadors – welcome event attendees, answer questions, and help VIPs get to designated areas.

Hospitality – manage VIP areas (keeping refreshments and food replenished)

Vendor Information Booth – man vendor information booth, provide vendors with information packet and credentials.

Volunteer Check-in Booth – man volunteer check-in process and distribute volunteer T-shirts.

T-shirt Sales/Distribution – sell T-shirts.

Media Relations – regulate artist interview & photo opps, assist MC-TV as talent/notables spotter, register media, provide Festival credentials and information/directions.

Runner – Runners trouble-shoot, assist Festival management with Festival operations. May be required to drive golf court to deliver ice to vendors, etc.

