



SLEEPY HOLLOW LIT FEST VOLUNTEER SIGN-UP

FESTIVAL MAY 18TH | SETUP MAY 17TH

Sleepy Hollow Lit Fest promises to be a literary festival like no other, full of family-friendly events and activities (and many authors!) for all kinds of readers and writers of all ages. There are numerous events taking place at multiple venues throughout Sleepy Hollow and Tarrytown that we hope everyone will come enjoy, but also we need a number of motivated and reliable volunteers to help us in many different capacities.

Note: Please wear a **red shirt** if possible so guests can spot Lit Fest volunteers. We welcome teens! However, we'd like to have an Adult Volunteer Supervisor at each location as well. Check off one or more roles/shifts below:

May 17

SET UP - *involves light lifting and stairs day. The day before festival*

- Fri May 17, 3:30 pm** - 20 volunteers to help set up tables at the main author and event tent areas in Patriot's Park and Warner Library. Volunteers will meet at the Warner Library front lawn.

May 18

AUTHOR TENT

We need 3 volunteers for each shift to help oversee the Author Tents at Warner Library to assist guests in finding authors, guiding them to the registers, and make sure no one tries to steal books.

- Full day: 10am-5pm**
- Half-day: 10am-2pm**
- Half-day : 2 pm-5 pm**

GREETERS

We need 2 volunteers at each shift to help welcome guests, hand out maps/schedules and answer questions at our main table (located at the Warner Library).

- Full day: 10 am-5 pm**
- Half-day: 10 am-2 pm**
- Half-day: 2 pm-5 pm**

FLOATING

4 folks who can step in where needed. Will be assigned locations/roles as needed. They may cover for other volunteers on a break or take over when someone leaves or doesn't show up in various areas of the event.

- Full day: 10 am-5 pm**
- Half-day: 10 am-2 pm**
- Half-day: 2 pm-5 pm**

ICHABOD'S TRAIL GUIDES

We have 9 "stops" on Ichabod's Trail, and each stop should have 1-2 volunteers each shift (the Greeters can fill this function at Warner Library). These people act as venue greeters as well as help kids get their stamps and read the snippets of "The Legend of Sleepy Hollow" associated with each location, answer questions and point guests to shuttles. Locations will be assigned.

- Full day: 10 am-5 pm**
- Half-day: 10 am-2 pm**
- Half-day: 2 pm-5 pm**

PATRIOT'S PARK/EVENT TENT COORDINATORS

We need 3 volunteers each shift to help herd traffic in and out of the Event Tent and make sure the panels are good to go. These volunteers may also coordinate with Vendor Village (people vending food and wares in Patriot's Park).

- Full day: 10 am-5 pm**
- Half-day: 10 am-2 pm**
- Half-day: 2 pm-5 pm**

AUTHOR LIAISONS

We need 20 volunteers to assist the individual authors who are being featured at the literary festival. Each volunteer will aid 2-4 authors.

- Full day: 10 am-5 pm**
- Half-day: 10 am-2 pm**
- Half-day : 2 pm-5 pm**

CLEAN UP.

- Sat. May 18, 5 pm-6:30 pm**

20 volunteers to help break down tables at the event tent areas in Patriot's Park and Warner Library. Volunteers should be able to help lift and carry tables and other items. Volunteers will meet at the Warner Library front lawn.

YOUR INFO:

NAME(s)

EMAIL _____

PHONE _____