

Volunteer Assignments and Roles

Volunteer Assignment		Role	Arrival Time	Number of Volunteers Needed (Reassign volunteers after framing and set-up are completed.)	
				150-200 Frames (RSVPs)	201+ Frames (RSVPs)
Before	Framing and Set up	Frame art with an RSVP and pre-orders. Set up tables, display racks, activity tables, and decorate according to Fair Organizer's direction. Hang and display all signage.	2 Hours (minimum) Before Event Start Time.	4-6	6+
During	Art Locator Merchandiser	Must understand layout by grade level. Help guests locate artwork. Older students are great helpers with this activity. Re-merchandise display racks as frames are sold. Direct no RSVP to Framing Station.	15 to 20 Minutes Before Event Start Time.	1	1-2
	Greeter	Greet visitors and ask if they sent in an RSVP, if yes direct them to the artwork and if not, explain that the art is at the Framing Station ready to be framed and displayed.	15 to 20 Minutes Before Event Start Time.	1	1-2
	Framing Station	Frame art for those who did not RSVP and direct to cashier.	15 to 20 Minutes Before Event Start Time.	1	1-2
	Cashier and Checkout	Receive and process payments. Bag all purchases. Pull pre-paid frame purchases, bag and tag with receipts and give to Fair Organizer for distribution.	15 to 20 Minutes Before Event Start Time.	2-3	3-4
After	Dismantle	Carefully remove art from unsold frames at the conclusion of the event. Pack all event materials for return shipping.	15 to 20 Minutes Before Event End Time.	3-5	4-6

Questions?

Contact Customer Service
8AM to 6PM EST Monday through Friday
(866) 500-0515

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