

**VOLUNTEER SIGN-UP FORM**  
**Equine Affaire—Columbus, OH—April 10–13, 2008**

Name \_\_\_\_\_ T-shirt size \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: *Home* \_\_\_\_\_ *Cell* \_\_\_\_\_

E-mail address \_\_\_\_\_

Interested in working how many shifts? \_\_\_\_\_

Number of years volunteered at Equine Affaire \_\_\_\_\_ Year of Birth \_\_\_\_\_

Circle the shifts you are willing to work during each of the pre-event and event days. Please understand that these are approximate timeframes that will be honored as closely as possible.

**DAILY WORK SHIFTS**

<b>TUESDAY</b>	10 AM-5 PM	(SET-UP)
<b>WEDNESDAY</b>	10 AM–5 PM	(SET-UP)
	(time available)	
<b>THURSDAY</b>	8–10 AM    10–12 PM    12–2 PM    2–4 PM    4–6 PM    6–8 PM	
<b>FRIDAY</b>	8–10 AM    10–12 PM    12–2 PM    2–4 PM    4–6 PM    6–8 PM	
<b>SATURDAY</b>	8–10 AM    10–12 PM    12–2 PM    2–4 PM    4–6 PM    6–8 PM	
<b>SUNDAY</b>	8–10 AM    10–12 PM    12–2 PM    2–4 PM    4–6PM	
<b>SUNDAY</b>	5 PM-8 PM    TEAR-DOWN	

**NOTE:** You will need to report to the Volunteer Office **30 minutes** before each shift.

The following is a list of some of the jobs that we will be filling with volunteers at the event. Please indicate the jobs you believe you would be best suited to fill...and indicate the order of your preference by writing in "1" for your first choice, "2" for your second choice, "3" for third choice, etc. We cannot guarantee that you will be assigned to any job in particular, but we will try to assign volunteers based on their preferences and abilities.

**Set up of the event on Tuesday/Wednesday:**

- Hanging banners, putting up static clings on doors, distributing shopping bags \_\_\_\_\_
- Folding t-shirts/sweatshirts at the Affaire-Wear booth \_\_\_\_\_
- Assisting in setting up and cleaning vinyl fencing for demo rings \_\_\_\_\_
- Taping down roofing paper for walkways in the Breed Pavilion \_\_\_\_\_
- Moving equipment and supplies around the site \_\_\_\_\_

**During the event (Thursday through Sunday):**

- Assisting Equine Affaire staff working in the Information Booth \_\_\_\_\_
- Selling event programs on foot at entrance gates and clinic arenas \_\_\_\_\_
- Assisting with set up of round pens, jumps, and other clinic equipment \_\_\_\_\_
- Cleaning & rebedding stalls after they are vacated \_\_\_\_\_
- Assisting with straw/shavings orders at the Barn Office \_\_\_\_\_
- Assisting in the Affaire-Wear booth selling EA apparel and souvenirs \_\_\_\_\_
- Assisting attendees with raffle entries on computers at the Raffle Center \_\_\_\_\_
- Assisting with youth-related activities in the Youth Pavilion \_\_\_\_\_
- Restocking the buyer bags, publications, and distribution materials \_\_\_\_\_
- Greeting attendees at Gate 3 and distributing Gate Handouts \_\_\_\_\_
- Taking tickets from advance ticket holders at Gate 3 \_\_\_\_\_

**Strike of the event on Sunday (5:00–8:00pm):**

- Taking down sponsor banners \_\_\_\_\_
- Taking down vinyl fencing from demo and presentation rings \_\_\_\_\_
- Assisting in retrieving EA equipment \_\_\_\_\_
- Stacking stall mats; taking up roofing paper walkways \_\_\_\_\_

I understand volunteer shifts are each two hours in length and that in exchange for volunteering for two shifts I will receive admission to Equine Affaire on two days. If I volunteer for three shifts, I will receive admission to Equine Affaire on three days, and if I volunteer for four shifts I will receive admission to Equine Affaire on four days plus an official 2008 Equine Affaire t-shirt. I also understand that I am neither required to work as a volunteer any additional hours or shifts nor will I be asked or permitted to work more than four shifts or eight hours.

\_\_\_\_\_  
Signature of Volunteer Applicant \_\_\_\_\_  
Date

Please return this form by March 25th to:

**Melissa Ruppert**  
**Equine Affaire, Inc.**  
**2720 State Route 56 SW**  
**London, OH 43140**

**Phone/Fax: (740) 845–0085**  
**mruppert@equineaffaire.com**