

## **2016 Woodland Art Fair**

Saturday, August 20th, 10:00am - 6:00pm

Sunday, August 21st, 10:00am - 5:00pm

### **Volunteer Coordinator**

Mark Mozingo  
Events and Volunteer Manager  
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Woodland Project Management Intern

### **Description:**

The Lexington Art League (LAL) and Parks & Recreation present the Woodland Art Fair. The fair is on August 20 & 21, 2016, inside Woodland Park grounds (601 East High Street, Lexington, KY 40502). Offering free admission to see over 200 artists, enjoy a variety of live music and gobble up some delicious food. The center of the fair will be the home of the LAL booth and The Big Tent. The Community Engagement/Kids Zone will be located at the playground. This is where attendees, families, and children of all ages can gather to create their own art with the help of local arts non-profit organizations.

For more information, please visit and like our Facebook page (<https://www.facebook.com/woodlandartfair/?fref=nf>) or go to our website (<http://www.lexingtonartleague.org/afb-woodland-art-fair.html>).

### **Volunteer Orientation:**

Orientation for Woodland Art Fair Volunteers will be on Tuesday August 16th at 6pm at the Loudoun House. Look for an email reminder closer to that date for the location. You will get t-shirts and the volunteer packet then. Remember to wear your Woodland t-shirt during your volunteer shift!

### **Volunteer Parking:**

Arrive to the fair on Clay Avenue (on the East Side of the park) turn onto the service road entrance to the park. Park on that road in the grass. Display the Volunteer Parking Pass (distributed at orientation) on the dashboard and make sure valuables are out of sight. If you have any questions, don't hesitate to call/text Mark Mozingo. Report to the LAL booth for instruction.

## **Volunteer Positions:**

### **Community Engagement Assistants**

Keep a lively, fun atmosphere available to participating families. Participate with adult and family art projects in the Community Engagement areas. Check-in with Community Engagement Director, Logan Dennison at the LAL booth.

### **Booth Sitters**

Relieve artists who may need a break from their booths. Be responsible for selling artwork, handling money and answering questions, as needed. Ask each individual artist for special instructions. With a friendly attitude, interact with the public and ensure a positive atmosphere.

### **Breakfast Assistants**

On Saturday morning deliver breakfast/water by golf cart to artist booths. Only artists should receive breakfast. Also, direct artists to pick up their free coffee at the gazebo from Tincan Roasters. Breakfast delivery will begin at 8:15am. On Sunday help set up the Awards Breakfast at the gazebo. The breakfast begins at 9:00am, setup with begin at 8:15am.

### **Juror Assistants**

Guide the Jurors around the fair and help while they judge all of the artists Saturday morning to determine the Award Winners for the Awards Breakfast on Sunday morning. Jurors have a time limit of 2 minutes per booth. Jury will take place promptly at 10am so Assistant will need to be on site by 9:30am Saturday.

### **LAL Booth**

Working alongside the staff & board to answer questions about LAL's programs, upcoming events & community involvement. For specific information or a quick refresher, we encourage you to visit the website ([lexingtonartleague.org](http://lexingtonartleague.org)). Also assist with the LAL merchandise table.

### **Load-In & Load-Out Assistants**

Help artists and sponsors to set up their booths on Friday during Load-In. Unload and load vehicles, set up and watch booths while artists and sponsors park their vehicles.

OR

Help artists and sponsors tear down their booths on Sunday, as needed, during Load-Out. Assist in protecting the public: inspect booths of artists and sponsors who wish to retrieve their vehicles during load-out on Sunday evening at the close of the Fair. First, ensure that booths are completely broken down and ready to be loaded into a vehicle (displays are packed up, tents are disassembled, etc). If booths clear inspection, give artists and sponsors tickets that they will then use to gain passage to their booth sites with their vehicles. Artists are not allowed to bring their cars on premise until after 6pm. This is to ensure safety for the public while people are exiting the Fair.

Artists are allowed to dolly back to their car, but they cannot bring their car to their booth until they have a Load-out ticket from the load out officer. This is a strict policy. Also be prepared to answer questions regarding departing the fair and exiting Lexington, KY.

### **Patron Greeters**

Provide a cheery start to each patron's experience. Check-In at the Volunteer Check in Tent to get LAL membership brochures, Fair maps and other printed materials for distribution to the public. Remain stationed at an assigned Fair entrance to help patrons find their way around the grounds. Offer all arriving patrons LAL membership brochures and Fair maps. Return extra materials to the LAL Information Pavilion after the shift for the next Patron Greeter.

### **Water Delivery**

Picking up water from water closest by the skate park, driving and maneuvering a golf cart through the fair, being conscious of attendees as you distribute water to ARTISTS ONLY.

### **Photographer**

Take photographs of artists, sponsors, booths, patrons, volunteers, food vendors, beer gardens, the Kid Zone, bike valet and musicians around the entire Fair during the shift (candid photos and posed photos are both important to capture).