

VOLUNTEER APPLICATION



Houston Caribbean Festival

JOIN THE 2023 HOUSTON CARIBBEAN FESTIVAL VOLUNTEER TEAM

Thank you for your interest in volunteering for the **Houston Caribbean Festival (HCF)**! Volunteers are the backbone of our festival. Volunteers have the benefit of working and having fun while they are assisting with the event.

The Houston Caribbean Festival depends on hundreds of volunteers of all ages each year, and each plays a very special part in our continued success. Our mission is to celebrate cultural diversity through a festive environment, while celebrating life through song, dance and artistic expression. Our volunteer team understands that mission and works towards its goals by volunteering for one of our committees during the event.

This year will bring a whole host of wonderful things and we are so excited that you are considering coming onboard to join in on the excitement! Our Festival Events will occur from **June 28th thru July 3rd, 2023**. We are excited about your new or renewed interest in being a potential volunteer. Once a volunteer application is submitted, reviewed and screened, an applicant will be informed if he/ she is selected. Upon selection, the volunteer will receive an assigned area of service.

VOLUNTEER OPPORTUNITIES

The Houston Caribbean Festival management team prepares each selected volunteer team member for their area(s) of service.

T-shirt

Every volunteer receives an Official Houston Caribbean Festival Volunteer T-shirt. This shirt must be worn while you are working at the Caribbean Festival at all times. Please do not make any alterations to your T-shirt while you are volunteering for HCF.

Training

All volunteers, new and returning, must attend one of the training meetings held weeks prior to the Caribbean Festival. These meetings provide you with all the necessary details about the Houston Caribbean Festival. Things change every year and it is vital that you learn and know the new information and updates. Upon acceptance as a volunteer, the 2023 Volunteer Training date and location will be sent to you with confirmation.

Meals and Beverages

Volunteers will be offered a meal and beverages before their shift, on break or after their shift.

Main Volunteer Areas:

- Parade Marshals
- Parking Lot Attendants
- Beverage Sales Attendants
- Gate Entry/Exit Attendants

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Hospitality

Our main responsibility is to provide a high level of hospitality and attend to the needs of festival VIPs, being their main contact for information as well as provide ongoing refreshments. Our goal is to create a well-rounded, positive experience for all of the artists, judges and VIPs.

Production/Stage Crew

Production Committee volunteers will assist in two areas: 1) Set-Up/Take-Down 2) Signs. Banners etc.

Shift Times

All volunteer positions are unpaid positions. Volunteers must volunteer for a minimum of four hours and longer for certain positions.

There are two shifts available: **SHIFT 1:** 12 NOON - 5:00 PM
SHIFT 2: 5:00 PM - 10:00 PM

We do our best to accommodate your requested area(s) and shift(s) so please get your selections in early. There are other choices that will be available that are not all listed. You may be placed in the area of most need based on the number of volunteers needed. Please be prepared to be flexible with volunteer areas if it is determined that you are needed in another area. Please make 2 choices.

1) Beverage Sales Team	Shift 1: 12 noon - 5:00 p.m.	Shift 2: 5:00 p.m. - 10:00 p.m.
2) VIP Tent Team	Shift 1: 12 noon - 5:00 p.m.	Shift 2: 5:00 p.m. - 10:00 p.m.
3) Gate Entry Team	Shift 1: 12 noon - 5:00 p.m.	Shift 2: 5:00 p.m. - 10:00 p.m.
4) Parking Lot Team	Shift 1: 12 noon - 5:00 p.m.	Shift 2: 5:00 p.m. - 10:00 p.m.

If you would like to volunteer at the **2023 Houston Caribbean Festival**, please complete and e-mail an application form to Info@HoustonCaribbeanFest.com .

Please indicate which area you are interested in volunteering in and also if you can volunteer in another area. Your application will be kept on file. When volunteer positions open, you will be contacted by HCF Management. These areas will be assigned within 4 weeks or less leading up to the Houston Caribbean Festival.

I look forward to seeing YOU this year as you are vital to the success of this incredible Caribbean experience! Feel free to contact us via email or phone for detailed information should you have any further questions.

Best regards,

HCF Management

Info@HoustonCaribbeanFest.com

281-848-9318

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INSTRUCTIONS FOR COMPLETING YOUR APPLICATION:

1. Please submit all requested information.
2. Use one form per person. If you want to be selected with a friend, please indicate on the form.
3. Volunteer Attendant Area Choice: Review the list of Attendants and fill in your choice(s) on the registration form. Please note that some volunteer attendant areas require a full day commitment.
4. Volunteer assignments are made on a first come first serve basis so please send your application in early. You will receive your assignment via email.
5. Volunteers must be 18 years of age and older (no exceptions).

We do our best to accommodate your requested area(s) and shift(s) so please get your selections in early. **Please select 2 choices from the options below:**

1) Bar Sales Attendant	<input type="checkbox"/> Shift 1: 12 noon - 5:00 p.m.	<input type="checkbox"/> Shift 2: 5:00 p.m. - 10:00 p.m.
2) VIP Tent Attendant	<input type="checkbox"/> Shift 1: 12 noon - 5:00 p.m.	<input type="checkbox"/> Shift 2: 5:00 p.m. - 10:00 p.m.
3) Gate Entry Attendant	<input type="checkbox"/> Shift 1: 12 noon - 5:00 p.m.	<input type="checkbox"/> Shift 2: 5:00 p.m. - 10:00 p.m.
4) Parking Lot Attendant	<input type="checkbox"/> Shift 1: 12 noon - 5:00 p.m.	<input type="checkbox"/> Shift 2: 5:00 p.m. - 10:00 p.m.

VOLUNTEER REGISTRATION APPLICATION

VOLUNTEER NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE CONTACT: (CELL) _____ (ALT.) _____

T-SHIRT SIZE: Medium Large X Large XX Large GENDER: Male Female

HAVE YOU VOLUNTEERED WITH US BEFORE? Yes No If so, when _____

SIGN UP WITH YOUR FRIENDS!

I want to be scheduled with: Friend's Name: _____

Volunteer First & Last Name (Print)

Volunteer First & Last Name (Sign)

Date