



ESPA

ESPA Volunteer Application

P.O.Box 75086, R.P.O., Edmonton, Alberta T6E 6K1 Canada
(780) 434-9236 • contact@edmontonpress.org
Office: #9, 6th Floor, Stanley A. Milner Library (7 Sir Winston Churchill Sq.)



DATE: _____ ESPA Member? YES Since: _____ NO

NAME: _____

ADDRESS: _____ CITY: _____ POSTAL CODE: _____

PHONE: _____ EMAIL: _____

CAR AVAILABLE? YES NO LANGUAGES SPOKEN: _____

Do you have any medical conditions we should be aware of? (Confidential): _____

IN CASE OF EMERGENCY, CONTACT: _____

Name/Address	Phone	Relationship
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For Office Use Only:

SKILLS & EXPERIENCE (Please indicate those skills you have acquired through work or volunteer experience):

Coordination Roles (Skilled): These positions usually run from between a few weeks to several months & may provide honoraria:

- | | | |
|--|--|--|
| <input type="checkbox"/> Special Events Administration | <input type="checkbox"/> Visual Installations | <input type="checkbox"/> Advertising, Sales & Promotions |
| <input type="checkbox"/> Event Coordination | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Graphic Design & Illustration |
| <input type="checkbox"/> Environmental Design & Decoration | <input type="checkbox"/> Booking Performers | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Other Fundraising | <input type="checkbox"/> Registrar/Library Database/Catalogue |
| <input type="checkbox"/> Volunteer Coordination | <input type="checkbox"/> Silent Auctions | <input type="checkbox"/> Communications Database/Member Services |
| <input type="checkbox"/> Audio/Sound Technician | <input type="checkbox"/> Visual/Video Technician | <input type="checkbox"/> General Database |
| <input type="checkbox"/> Performer/Musician/Emcee | <input type="checkbox"/> Financial Accounting | <input type="checkbox"/> Workshop Facilitator |
| | | <input type="checkbox"/> Childcare |

Other/Indicate Preferences: _____

General Roles: Shifts are usually between 2-4 hours long. You may choose one or more shifts or areas to volunteer in.

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Event Registration/Door | <input type="checkbox"/> Event Set-Up/Tear-Down | <input type="checkbox"/> Hospitality (Bar & Food Prep) | <input type="checkbox"/> Merchandise Sales |
| <input type="checkbox"/> Transportation/Runner | <input type="checkbox"/> Postering & Publicity | <input type="checkbox"/> Raffle Ticket Seller | <input type="checkbox"/> Security/Crowd Control |
| <input type="checkbox"/> Processing Snail Mail | <input type="checkbox"/> Processing Email | <input type="checkbox"/> Mailouts (Stuffing, etc.) | <input type="checkbox"/> Other: _____ |

Other/Indicate Preferences: _____

Shift Preferences & Special Notes: _____

- Set Up/Opening: 9 am-1 pm Mid: Noon - 4 pm Mid: 4 pm - 8 pm Evening: 8 - 12 Closing/Tear Down Shift (to 3 am)

Please list any other info you feel is important for us to know about your background, experience, etc.:
