

# West Hollywood Book Fair

## *Volunteer Opportunities*

**General Volunteers** (3 1/2 hour shift) - perform a number of duties such as assisting with general set-up, staffing the information booths, escorting writers/panelists, ushering, and providing children's activity area assistance, i.e. arts and crafts.

**Stage Managers** (half day 5-6 hour shift) - oversee one stage area where the panel discussions/performances are held. Serve as the point person to make sure everything is in place for each panel, i.e. speakers, materials, etc. Work with the area Team Leader and the sound engineer to ensure the panel/performance runs smoothly. Experience preferred. Must be at least 18 years of age. Interview required.

**Team Leaders** (full day/ 8 hour shift) - Team Leaders assist the Book Fair Staff with all logistical aspects of the festival. Team Leaders are responsible for overseeing specific areas of the Book Fair to make sure everything runs smoothly. Team Leaders supervise volunteers, assist exhibitors, monitor the performance areas and troubleshoot as needed. Position may involve some lifting. This is an active and high energy position. Experience preferred. Interview Required. Must be at least 18 years of age. A Special Team Leader Training Session will be held.

A free T-shirt, food and beverages are provided for volunteers. Book Fair Event parking is free at the Pacific Design Center. (across the street from the book fair).

**Volunteer Orientation Meeting**  
**Tuesday, September 18th**  
**6:30 - 8 pm @**  
**West Hollywood Park Auditorium**  
**located at 647 N. San Vicente Blvd.**

**Free Parking. Refreshments will be served.**

**If you wish to volunteer, you must sign up in advance. LIMITED SPACES AVAILABLE-- FIRST COME, FIRST SERVED. There will be no onsite volunteer registration the day of the event. Sorry. No Exceptions.**

**APPLICATION DEADLINE: Friday, September 21<sup>st</sup>**

For more information: 323-848-6861 or email: [lfooks@weho.org](mailto:lfooks@weho.org)