

Volunteer Form
2005 North American Festival of Wales
Orlando, Florida

Name: _____

Address: _____

Phone: _____

Email: _____

Please check the level of participation most appropriate to your circumstances:

_____ Willing to serve as a volunteer during the festival itself (work at information table, registration, tea room, usher, ticket collector, ect.)

_____ Willing to serve on a planning subcommittee

_____ Willing to serve on more than one planning subcommittee

If you are willing to serve on a planning subcommittee, please check those subcommittees that most interest you (you may choose as many as you like):

_____ **Tours and Travel Information:** Airline and car rental arrangements; compile travel information for publicity and registration booklets; make arrangements for any bus transportation; liason with Disney, Orlando Convention Bureau, etc. for information and publicity items

* Local

_____ **Marketplace:** Draw up contracts for vendors and non-vendors in marketplace; arrange for table rental and set up; secure and share tax information; work out security and cleaning arrangements; contact all possible vendors; arrange set up and take down; arrange hours; coordinate vendor ads with program book, etc.

_____ **Publicity and Marketing:** Prepare information brochure for distribution at 2004 NAFOW; Prepare news articles for local and Welsh American press; local publicity on television, tourist authorities, ect; Assist with securing local sponsorships

— **Publications:** Send information to website master; Compile registration booklet with information on schedule of events, prices, description/bios of artists, photographs, travel information, ect. (registration booklet will be printed and mailed by Headquarters); Compile and print program booklet to be distributed at festival with information on programs of events, artists, letters from VIPS, photos, special lists from Headquarters such as past venues and memorials, cover design, etc; Draw up size and rate sheet for ads for program booklet, contact potential advertisers, set deadlines for ads.

— **Seminars:** Organize and schedule seminar series; select seminar speakers; determine consistent compensation if any to presenters; audio-visual needs, ect; make arrangements for informal singing (conductors, piano, locations, times)

— **Eisteddfod:** Determine categories for competition, entry fees, performance requirements, deadlines, rehearsal time, accompanists, adjudicators, prizes, schedule of competitions;

— **Entertainment:** Arrangements for Opening Ceremony, Opening Concert, banquet entertainment, and grand concert; determine program and work with artists; compile bio information and photos of artists; select MCs; arrange rehearsal times, staging, sound system, piano (if needed), ect.

Local * — **Catering:** Make arrangements for tea room (during the day Thursday, Friday, Saturday- select menus, arrange for Welsh cakes, maintain food items, organize volunteers); Make arrangements for Banquet (Saturday night- table reservations, choose menu, table decorations, bar service, head table seating, reserved tables for BOT, audio visual equipment, printed program); Make arrangements for intersession meal between the gymanfa ganu sessions (Sunday afternoon)

— **Sunday Activities:** Make arrangements for religious service (arrange program, select and coordinate with minister, organist, work with Headquarters on Memorial Service, special music, arrange for ushers, collection plates, etc); Gymanfa sessions (afternoon and evening sessions, select conductor, determine order of program, identify ministers for invocation and benediction, special music, work with conductor and organist, hymnal sales, sound system, staging, flowers/banners/flags, passing of flag ceremony after evening session)

— **Family and Youth Activities:** Work with Youth Initiative Committee and Entertainment Subcommittee in constructing family, youth and children's programming.

Local * — **Hospitality:** Decorations, flag and banner displays, signage for rooms and directions; assistance at registration/information table; meeting & greeting; miscellaneous onsite volunteering

Please check off any of the following special skills, talents or interests that you would be willing to use in assisting with the North American Festival of Wales. You may also briefly describe the nature of your skill in the space below the item:

Desktop publishing (Microsoft Publisher, ect.)

Website construction and design

Financial experience or training

Stagecraft (lights, staging, sound systems, recording, ect.)

Children / Youth (education background or enjoy working with children; contacts with local schools, libraries, youth choirs, ect.)

Visual Arts / Graphic Design (traditional or computer aided)

Musical training

Religious training / services

Welsh language skills

Contacts with local businesses, organizations, institutions, or media

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Restaurant / Catering

**ORLANDO VOLUNTEERS
SUBCOMMITTEE PREFERENCES**

On-Site Volunteers

Richard Rees; Ruth Rogers (Marketplace); Donald Briggs; Lisa Morris; Trudy Howells-Murphy (needs to be sitting position); Anne McFerrin; Doris Jenkins; Donald Jenkins

Tours and Travel Information

Marketplace

Ruth Rogers; Donald Briggs;

Publicity and Marketing

Trudy Howells-Murphy;

Publications

Trudy Howells-Murphy; David A Williams;

Seminars

Richard Rees; Ronald Vierling (would like to be a seminar speaker, not on committee); Sally Evans Funderburk; Ada Mae Lewis

Eisteddfod

Ronald Vierling (contacts with local high school, community colleges, university); Sally Evans Funderburk; Roy Morris

Entertainment

Roy Morris

Catering

Jan Briggs; Emyr & Lisa Morris; Ada Mae Lewis;

Sunday Activities

Donald Briggs; Roy Morris;

Family and Youth

Hospitality

Richard Rees; Trudy Howells-Murphy; Doris Jenkins; Donald Jenkins; Ada Mae Lewis; David A Williams;

**ORLANDO VOLUNTEERS
SKILLS SURVEY**

Desktop Publishing

Richard Rees; David A Williams

Website Construction

Financial Experience/Training

Ruth Rogers

Stagecraft

Roy Morris (theater experience, national gymnafa experience);

Children/Youth

Visual Arts & Graphic Design

Musical training

Ann McFerrin (musical interest); Sally Evans Funderburk (singing, choir); Roy Morris (musical teacher & choir conductor)

Religious training

Donald Briggs; Sally Evans Funderburk;

Welsh language

Sally Evans Funderburk (fluent; language teacher)

Local contacts

Ronald Vierling (contacts with local high school, community colleges, university); Roy Morris (piano/organ rentals)

SUGGESTED SUBCOMMITTEES

Tours and Travel Information

Trudy Howells-Murphy; Jan Briggs; The Orlando Convention Bureau & Disney should be able to do much of the work for us on this.

Marketplace

Donald Briggs; Ruth Rogers

Publicity and Marketing

Trudy Howells-Murphy; Jan Briggs; Alan Upshall (other members of BOT committee on sponsorship); Dic Baskwill (I believe he has some connections in Orlando); The Orlando Convention Bureau should also be able to identify potential local sponsors and help us with media coverage *Dave Williams (WACC)*

Publications

Trudy Howells-Murphy; David A Williams; John Ellis- Trudy could help coordinate the information, David can do the layout on computer, and John can do the printing/distribution

Seminars

Richard Rees; Sally Evans Funderburk; Ada Mae Lewis; John Ellis

Eisteddfod

Sally Evans Funderburk (Welsh language teacher, singing); Roy Morris (musical training, stagecraft); **Ronald Vierling** (contacts with local schools & colleges) *Hefina Phillips*

Entertainment

Jan Briggs; Roy Morris (stagecraft, musical training); Anne McFerrin; Lynne Owens-Whalen; Dic Baskwill

Catering

Jan Briggs; Emyr & Lisa Morris

Sunday Activities

Donald Briggs; Roy Morris; Dic Baskwill

Family and Youth

Jan Briggs; Kara Lewis (?); John Ellis

Hospitality

Richard Rees; Trudy Howells-Murphy; Doris Jenkins; Donald Jenkins; Ada Mae Lewis; David A Williams

Registration

John Ellis

On-Site Volunteers

Trudy Howells-Murphy (volunteer coordinator); **Richard Rees; Ruth Rogers; Donald Briggs; Lisa Morris; Doris Jenkins; Donald Jenkins; Anne McFerrin**

**NAFOW PLANNING
TENTATIVE "TO DO" LIST**

Item	Sub Item	Description	Day	In Charge
		PROGRAM BOOKLET		
		<ul style="list-style-type: none"> • Contact potential advertisers- Local, national, international, reciprocal • Set sizes and rates • Ads should be on disc- make sure format is same as printers • Ad deadline middle to end of June? Or earlier? • Need Orlando ad researcher • Memorials, donations, sponsor lists ; Establish rates (?); Advertise for these in Ninnau 		
		<ul style="list-style-type: none"> • Cover design/ graphics • Schedule/Description of events • Gymanfa program in center of booklet • Bios and photos of artists, participants • Letters from VIPs • Lists of previous venues 		
		<ul style="list-style-type: none"> • Choose printer • Set deadline for cut off for information/ completion 		
		<ul style="list-style-type: none"> • Proofreading 		

Item	Sub Item	Description	Day	In Charge
		REGISTRATION BOOKLET		
		<ul style="list-style-type: none"> • Compile list of all programs, events, times, prices • Collect photos of artists/speakers • Cover design/Graphics • Layout (Microsoft Publisher) 		
		<ul style="list-style-type: none"> • Send events, times, prices to HQ for construction of registration form • Send eisteddfod entry form to HQ for mailing • Send Disney promotional lit to HQ for mailing • Send layout (computer file) to HQ for printing and mailing by Jan 1 		

Item	Sub Item	Description	Day	In Charge
		SEMINARS		
		<ul style="list-style-type: none"> • Establish seminar topic/name • Establish dates/times/location • Maximum attendance? • Entrance Fee • Presenter/Payment • Bio and Picture for booklet • Seminar précis for registration booklet and newspaper advertising • Equipment needed- podium, microphone, TV, VCR, overhead, ect • Volunteer ticket taker and gopher • Signage for outside room on easel <p>Criteria: 1 ½ hours duration 3 or 4 slots per day 5 or 6 seminars per slot</p>		

Item	Sub Item	Description	Day	In Charge
		OPENING CEREMONY		
		<ul style="list-style-type: none"> • Indoors or out? • Before Folk Concert or earlier in afternoon? • Musical performance? Poetry reading? • Parade of Trustees • Children in costume? Disney characters? • Local representatives? Reps from other Celtic nations? • Flag raising in hotel? 		
		THURSDAY FOLK CONCERT		
		<ul style="list-style-type: none"> • Select MC • Select entertainers; performance contracts • Equipment needed- stage, podium, risers, sound system, piano tuned, flags on stage • Rehearsal time and warm up area 		
		<ul style="list-style-type: none"> • Cash bar • Volunteer ticket takers at door • Volunteer backstage help • Artists may have own brochures, tapes, CDs to sell/distribute • Te Bach to follow? • First Aid 		
		INFORMAL SINGING		
		<ul style="list-style-type: none"> • Location- bar nearby? Seminar room? • Piano • Conductor, accompanists 		

Item	Sub Item	Description	Day	In Charge
		BANQUET		
		<ul style="list-style-type: none"> • Menu; Vegetarian and child option • Bar service before and during dinner; bottle purchase 		
		<ul style="list-style-type: none"> • Seating arrangements • Head table process in? To Music? • Tables for BOT? • MC, minister • Volunteer ticket takers at door 		
		<ul style="list-style-type: none"> • Equipment- piano, podium, microphone, flags • Decorations • Tables must be numbered • Separate printed program? Bilingual? • First Aid 		

Item	Sub Item	Description	Day	In Charge
		GRAND CONCERT		
		<ul style="list-style-type: none"> • Location and seating- allow for wheelchairs • Program for concert- include all three anthems • MC • Equipment needed- sound system, piano, organ, lights, risers • Rehearsal time • Backstage arrangements- refreshments, first aid, rest area • Decorations- flags on stage • Volunteer ticket takers 		
		<ul style="list-style-type: none"> • Artists and fees; Performance contracts • Photos and biographies for booklet • Artists may have own brochures, tapes, CDs to sell/distribute 		
		<ul style="list-style-type: none"> • Possible sponsors • Local advertising and publicity- churches, newspapers, arts magazines 		

Item	Sub Item	Description	Day	In Charge
		WELSH/ENGLISH CHURCH SERVICE		
		<ul style="list-style-type: none"> • Ministers, participants, organists • Payments to participants • Location • Expected attendance 300 • Backstage rest area for participants, refreshments 		
		<ul style="list-style-type: none"> • Order of service, theme of sermon, selection of hymns (different from Gymanfa) and readings • Special music- Use eisteddfod winners? • Separate printed program including hymns? • First Aid 		
		<ul style="list-style-type: none"> • Memorial Service • Vases come from HQ • Order roses locally • Arrange for 2 young helpers 		
		<ul style="list-style-type: none"> • Collection by BOT • Decorations- flags, cross 		

Item	Sub Item	Description	Day	In Charge
		GYAMFA GANU		
		<ul style="list-style-type: none"> • Conductor, fee, arrangements • Organist, fee, arrangements • Participation contracts • Minister, Chair of Session • Bios and pictures for booklet 		
		<ul style="list-style-type: none"> • Special Music-artists, fee, rehearsal, warm up, bio and pictures for booklet • Performance contracts 		
		<ul style="list-style-type: none"> • Selection of hymns, Order of Service • Consult with conductor and organist or decided by committee • Include children's hymn • Arrange closing ceremony for evening session 		
		<ul style="list-style-type: none"> • Equipment needed- Flags, roses from morning, piano, organ, microphones, section signs • Make sure director and organist can see each other 		

		<ul style="list-style-type: none"> • Hymnbook sales • Entrance fee for non-registrants • Volunteer ushers • First Aid 		
		<ul style="list-style-type: none"> • Intercession meal location • Menu, bar service • Volunteer ticket takers • Closing tea 		

Item	Sub Item	Description	Day	In Charge
		BOARD OF TRUSTEES MEETINGS		
		<ul style="list-style-type: none"> • Location, time • Equipment needed; water, pens, paper, easel • Board table open circle for 30 		
		NINNAU BREAKFAST		
		<ul style="list-style-type: none"> • Organized and funded by Arturo Roberts 		
		ANNUAL GENERAL MEETING		
		<ul style="list-style-type: none"> • Location, time • Set up and equipment- Head table, microphones on head table and mid floor, easel with flip chart • Tables at back for handouts 		
		BOARD OF TRUSTEES MEETING		
		<ul style="list-style-type: none"> • Follows AGM in same room 		
		AWO SUMMIT MEETING		
		<ul style="list-style-type: none"> • Location, time • Invitation list- get from HQ • Be sure to get delegates name; est attendance 50 • Setup and equipment 		

		<ul style="list-style-type: none"> • Hymnbook sales • Entrance fee for non-registrants • Volunteer ushers • First Aid 		
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		EISTEDDFOD		
		<ul style="list-style-type: none"> • List of competitions, performance requirements • Set entry fee • Include form with registration form • Print in newspapers also • Deadline for entry 		
		<ul style="list-style-type: none"> • Schedule of competitions- preliminary and finals • Location, time • Warm up room 		

		<ul style="list-style-type: none"> • Rehearsal time and location- preferably in same room as competition for competitors to get used to acoustics 		
		<ul style="list-style-type: none"> • Equipment needed- Piano, table for adjudicators to sit at, microphones • Seating for audience (50-300) • Volunteer ticket takers at door 		
		<ul style="list-style-type: none"> • Recruitment from local schools, colleges, churches 		
		<ul style="list-style-type: none"> • Ajudicators and accompanists; payment • Prizes • Winner performances at other functions; senior hymn winner usually performs at bilingual service 		

Item	Sub Item	Description	Day	In Charge
		YOUTH ACTIVITIES		
		<ul style="list-style-type: none"> • Location, times • Entertainment; Fees • Activities • Volunteers 		
		<ul style="list-style-type: none"> • Recruitment from local schools, libraries, organizations 		
Item	Sub Item	Description	Day	In Charge
		HOSPITALITY/TOURS		
		<ul style="list-style-type: none"> • Work with Disney regarding theme park tickets, packages • Disney promotional literature for mailing with registration booklets 		
		<ul style="list-style-type: none"> • Arrange an official airline supplier • Compile information on hotel shuttle service 		