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FSGW VOLUNTEER QUESTIONNAIRE

Name: \_\_\_\_\_ Home phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work phone: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This is the new FSGW Volunteer questionnaire. We're asking our members to acquaint us with their special interests and talents in the help-thy-society department. What we'd like is a corps of volunteers for certain occasions, not only for our "big events", but also our regularly occurring tasks which keep FSGW going. The idea is that sharing the work makes the work easier and fosters a more cohesive society.

Please read the descriptions of the jobs that need doing, and indicate those that you feel you'd like to help with. Be selective; don't put down that you'd like to help with everything when you really want only to help once a month with the newsletter mailings. We hope the questionnaire explains clearly what you are volunteering for. You are under NO OBLIGATION when you volunteer, you are only registering your willingness to help WHEN YOU CAN. However, volunteering means you are willing to help if you can.

I. SOUND

Set-up, run, take-down sound system and tap performances for the FSGW Archive. Requires a knowledge of equipment and techniques, but training is available.

- a.  Interested, know how to do it.
- b.  Interested, need training.
- c.  I have a van/station wagon/ vw bus/or enclosed covered truck and am willing to transport the sound system to and from events.
- d.  I have secure space to store the sound systems between events.

II. PROGRAM/SPECIAL EVENTS

- a.  take admissions
- b.  sell records (if available)
- c.  help with membership table (requires LEGIBLE handwriting)
- ~~d.  someone to come early (1-1 1/2 hrs.) to open up hall and stay late and lock up. (1/2 hr.)~~
- d.  hospitality for performers - housing and/or transportation.
- f.  host a house concert

III. PUBLICATIONS (Newsletter)

- a.  Newsletter mailings: people to label, staple, bundle and put newsletters in mailbags. Once a month.

IV. MEMBERSHIP

- a.  Few people once a month to help with renewal notice mailings. (mainly in Jan.-July)

V. PUBLICATIONS <sup>I Y</sup> ~~IONS~~ <sub>through</sub>

- a.  Press Release mailings, stuff and label envelopes, once or twice a month.
- b.  Telephone callers - to get lists of special audience for certain concerts (i.e. checking embassies and such when we have foreign performers.)
- c.  I have information on news contacts -

VI. DANCE

- a.  Admission takers at weekly dances.
- b.  sound, at weekly dances.
- c.  performer hospitality and/or transportation.

VII. BIG EVENTS

- a.  Mini-Festival, set-up, admissions, sound, membership, sales, food prep, serving selling, clean-up, etc. (Usually 4th Sat. in Jan.)
- b.  Washington Folk Festival at Glen Echo
  - b1.  Before festival, in getting the park ready. (this requires various work days at the park, starting in March. usually weekends)
  - b2.  At the Festival itself, sound, runners, stage crews, set-up tear-down, food prep, serving, performer hospitality, security, membership, volunteer hospitality, instrument guard, stage door guards, etc. etc. (7th Annual Washington Folk Festival is June 4th and 5th, 1983.)
- c.  Getaway help set-up for, clean-up, food (possibly etc. (this year's getaway is October 7, 8th and 9th, 1983.)

VIII.  Are you free during the day mon.-fri. and willing to help?  
 and have a car.

*Host a house concert*

IX. SPECIAL SKILLS/TALENT/TRAINING

If you have any special skills/talent/training/<sup>interest</sup> (i.e. writing, editing, PR, graphic artist, legal, accounting, etc.) which you are willing to donate to FSGW, please list them below.

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Thank you for filling <sup>out</sup> this questionnaire, we hope you will return this at your earliest convenience. The Board of the Folklore Society of Greater Washington.

Please return questionnaires to the membership table or mail to:  
 J. Woods, 2021 N. Kenmore Street, Arlington, Virginia 22207.