



**Volunteer Phone Line: (516) 922-7049**  
**Volunteer e-mail: [volunteers@FOTApresents.org](mailto:volunteers@FOTApresents.org)**  
**Fax: (516) 922-0770**

April, 2008

Dear FOTA Volunteer:

Whether you're a new volunteer or a returning volunteer, WELCOME!

We look forward to seeing you at Volunteer Orientation on either –June 4<sup>th</sup> or June 5<sup>th</sup> @ 7:00 p.m. The orientation meetings will be held in the Burns Conference Center (formerly the Horticulture Center) at Planting Fields Arboretum State Historic Park (1395 Planting Fields Rd., Oyster Bay, N.Y., 11771).

At orientation, we will acquaint new volunteers with how their help is needed to make our summer concerts run smoothly and to provide a positive experience for all our patrons. We ask our returning volunteers to attend Orientation also, so that they can share their experiences, answer questions and learn about new procedures.

At both nights of Orientation, photographer Bruce Schwartz will be available to take your photo for your volunteer badge. Please arrive 15-30 minutes early if you would like your photo taken. (If we already have your photo on-file, you do not have to report early. If you are unsure, please e-mail us or call the FOTA Volunteer Line.)

We are very pleased to announce that **Gail Grossman** will return as the volunteer coordinator for summer 2008. Gail comes to us with lots of volunteer experience, and will be responsible for making your experience as a volunteer positive and productive. **Jay Mir** will be your FOTA Office contact during the week. Contact Jay about scheduling changes and other general questions via phone, e-mail or fax (516) 922-0770. Both are ready, willing, and able!

Please fill out all THREE enclosed forms and return to us via mail, fax, or e-mail, or bring them with you to Orientation. If you have any questions, please e-mail us or call the FOTA Volunteer Line.

Thanks again for volunteering. We look forward to a terrific summer!

Cordially,

*The FOTA Staff*

Directions to Planting Fields and a map of the park are available on our new website – [www.FOTApresents.org](http://www.FOTApresents.org). Click on the Concerts column, then click on “directions” on the right hand menu, and scroll down. Then check out our new website!

**Orientation Parking:** Please park in the VIP Parking Lot to the left of the Burns Conference Center, located immediately to the rear of the FOTA Pavilion. **Directions inside Park:** After entering the Park at the front gate, pass kiosk then proceed straight, past sign that says “authorized vehicles only.” Turn left at Camellia Greenhouse, follow road, bear left around triangle and proceed past residence and Manor House on right; look for Burns Conference Center sign, turn left and proceed past rear of FOTA Pavilion. Parking area will be just past Conference Ctr. on your left.



**Volunteer Phone Line: (516) 922-7049**  
**Volunteer e-mail: volunteers@FOTApresents.org**  
**Fax: (516) 922-0770**

Name of Volunteer \_\_\_\_\_

**FRIENDS OF THE ARTS Summer Concerts**  
**At Planting Fields Arboretum, Oyster Bay**  
**VOLUNTEER SCHEDULE 2008**

Please enter your name in the space above, and then check the boxes for the Orientation Session and the Concerts at which you will volunteer, and return to FOTA's office with other forms. We suggest you make a copy of this form for your records, and to bring with you to the Volunteer Orientation on June 4<sup>th</sup> or June 5<sup>th</sup>.

**Volunteer Orientation: Wed. June 4 at 7:00 p.m. \_\_\_\_\_ Thurs., June 5 at 7:00 p.m. \_\_\_\_\_**

**BEETHOVEN FESTIVAL**

Beethoven Festival Sunday, June 1 2:00-7:00 p.m.

**(Special time and assignments. Please check one or both shifts.)**

**Volunteer Shifts:  12:30 pm to 4:30 pm  4:00 pm to 8 pm**

**VOLUNTEER  
REPORT TIME**

**LONG ISLAND SUMMER FESTIVAL**

Emmylou Harris	Fri., June 20	9:00	<input type="checkbox"/> 5:30 pm
Bozz Scaggs	Sun., June 22	8:00	<input type="checkbox"/> 5:30 pm
Madeleine Peyroux <b>Plus TBA</b>	Sat., June 28	8:00	<input type="checkbox"/> 5:30 pm
Kenny G	Sat., July 12	8:00	<input type="checkbox"/> 5:30 pm
Rick Springfield	Sat. July 26	8:00	<input type="checkbox"/> 5:30 pm

**LONG ISLAND JAZZ FESTIVAL**

Dave Koz & Friends	Sat., August 9	7:00	<input type="checkbox"/> 5:00 pm
Johnathan Butler, Boney James	Sun., Aug. 10	7:00	<input type="checkbox"/> 5:00 pm

John Hiatt	Sun., August 17	8:00	<input type="checkbox"/> 5:30 pm
Taj Mahal Phoebe Snow	Sat., September 6	8:00	<input type="checkbox"/> 5:30 pm

***Gates open to the public 90 minutes before concert time. You must be at your post at that time. If you are selling merchandise, please have all merchandise set up and ready to go when the gates open.***

**Volunteer Phone Line: (516)922-7049**  
**Volunteer e-mail: volunteers@FOTApresents.org**  
**Fax: (516)922-0770**

Name of Volunteer \_\_\_\_\_

## **VOLUNTEER JOB PREFERENCE**

Please list a minimum of **THREE** jobs that you would like to be assigned to. You **MUST** list three in order to be considered to volunteer. We will try to accommodate one of your first three choices.

Some of these positions are available only at sold-out concerts where we use both entrance gates and both parking lots (tent and lawn). Please note that if a concert is not sold out, we may use only one gate and only the main parking lot. Therefore, some positions may be eliminated, but we usually don't know this until a day or two before the concert.

\_\_\_ **FESTIVAL CLUB** – set up, serve refreshments and clean up. Festival Club is our private club for major donors, Board members and special guests.

\_\_\_ **RAFFLE SELLER** – sell raffles to tent and lawn patrons; proceeds benefit FOTA programs. You must be comfortable handling money.

\_\_\_ **ARTREACH TABLE** – host table to give out information about FOTA's arts-in-education programs, and help run pre-concert activities for children (crafts, games, contests, etc.)

\_\_\_ **MEMBERSHIP / INFORMATION TABLE** – host table to give out general information about FOTA and membership. You may also be asked to hand out and collect "add me to your mailing list" cards to lawn patrons.

\_\_\_ **TENT USHER** – show patrons to their assigned seats in the tent.

\_\_\_ **TRAFFIC CONTROL** – help direct traffic at front gate and lawn parking area.

\_\_\_ **TENT TICKET SALES** – sell tent tickets near front gate or sell ticket upgrades at FOTA information area. You must be comfortable handling money.

\_\_\_ **LAWN TICKET SALES** – sell lawn tickets near lawn parking area. You must be comfortable handling money.

\_\_\_ **SECURITY** – front gate security, backstage security or fence security.

\_\_\_ **MERCHANDISE SALES** – sell either FOTA merchandise (T-shirts, hats, etc.) or artist merchandise (CDs, T-shirts, etc.). You must be comfortable handling money.

**COMMENTS:**