



# HISTORIC MANASSAS, INC.

## 2013 VOLUNTEER APPLICATION

Historic Manassas, Inc. hosts 8 events each year that demand a high volume of volunteers in order to ensure their success. These events include: Spring Cleaning Day (4/20), Railway Festival (6/1), Wine and Jazz Festival (6/16), Celebrate America (7/4), Bands, Brews, and Barbecue (9/28), Manassas Fall Jubilee (10/5), Haunted Happenings (10/26), and Merry Old Town (12/6-12/7). Each of these events have their own volunteer needs and you can view these descriptions on the following pages of this paperwork.

As you will see there are two volunteer shifts for each event. All positions will be filled on a first come, first served basis. Every attempt will be made to fulfill your requested shift and position; however please be flexible. You will be notified two weeks prior to each event with your assignment. All volunteers will need to be over the age of 16, excluding Wine and Jazz and Bands, Brews, and Barbecue, where all volunteers must be over the age of 21.

If you are volunteering for an Historic Manassas, Inc. event, there will be a mandatory volunteer orientation one week prior to the event. Date/Time/Location will be sent to you directly. If you are unable to make the orientation, you will need to come into the Visitor Center (9431 West Street) to go through your responsibilities with the Event Coordinator.

This is an application to participate as a volunteer for Historic Manassas, Inc. during their 2013 event season. This application is only valid for the person completing the form.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred Telephone Number (Please enter at least one):

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

What size T-shirt do you wear?  Small  Medium  Large  X-Large  XX-Large

Have you volunteered at Historic Manassas, Inc. before? Yes No

Have you volunteered with Historic Manassas Inc. before? Yes No

How did you hear about Historic Manassas, Inc.? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please state the nature of that event below.

\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I am aware of the risks associated with participating as a volunteer in this event and on my behalf and that of my heirs, do hereby release The City of Manassas, The Manassas Museum, and Historic Manassas, Inc. and their employees, sponsors, and agents from any and all claims, liabilities and/or damages on account of any personal injury or property damage which may occur from any cause before, during or after the event.  
I irrevocably grant Historic Manassas, Inc. the exclusive rights to use my photo, name, likeness or reproduction of my involvement for the purposes of promoting or advertising the event now or in the future. With these rights, I hereby release Historic Manassas, Inc. and their employees, sponsors, and agents from any and all claims, liabilities, and/or damages on which may now or in the future arise by reason of such use.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# HISTORIC MANASSAS, INC.

## JOB DESCRIPTIONS FOR 2013 EVENT SEASON

**Event:** 6th Annual Spring Cleaning Day

**Location:** Harris Pavilion

**Date:** April 20, 2013



Shifts:

8:00 a.m. to 10:30 a.m. (load in)

9:00 a.m. to 12:30 p.m.

12:30 p.m. to 4:00 p.m.

3:00 p.m. to 5:00 p.m. (load out)

Needs:

Setup/Teardown

Shred It Truck Management

Vendor/Exhibitor Contact

Inflatable Management

Historic Manassas, Inc. Booth

**Event:** Manassas Railway Festival

**Location:** Old Town Manassas

**Date:** June 1, 2013



Shifts:

7:00 a.m. to 10:30 a.m. (load in)

10:00 a.m. to 1:30 p.m.

1:30 p.m. to 4:30 p.m.

4:00 p.m. to 5:30 p.m. (load out)

Needs:

Setup/Teardown

VRE Excursion Ticket Takers

Trackless Train Sales

VRE Excursion Ticket Sales

Vendor/Exhibitor Directionals

Stage Manager (Kids/Adult)

Historic Manassas, Inc. Booth

**Event:** Manassas Wine and Jazz Festival

**Location:** Harris Pavilion

**Date:** June 16, 2013



Shifts:

7:00 a.m. to 11:30 a.m. (load in)

10:30 a.m. to 3:00 p.m.

2:30 p.m. to 7:00 p.m.

6:30 p.m. to 8:00 p.m. (load out)

Needs:

Setup/Tear down

VIP Manager

Ticket Sales

ID Checker

Vendor/Exhibitor Directionals

Stage Manager

Historic Manassas, Inc. Booth

**MUST BE 21 OR  
OVER**

**Event:** Bands, Brews, and Barbecue

**Location:** Old Town Manassas

**Date:** Sept. 28, 2013



**MUST BE 21 OR OVER**

Shifts:

7:00 a.m. to 11:30 a.m. (load in)

10:30 a.m. to 3:00 p.m.

2:30 p.m. to 7:00 p.m.

6:30 p.m. to 8:00 p.m. (load out)

Needs:

Setup/Teardown

Beer Ticket Sales

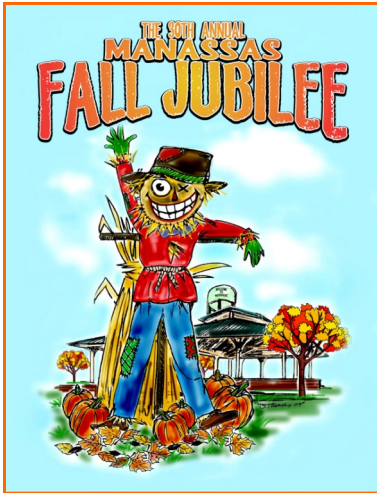
Pouring Beer

Historic Manassas, Inc. Booth

**Event:** Manassas Fall Jubilee

**Location:** Old Town Manassas

**Date:** October 5, 2013



Shifts:

7:00 a.m. to 10:30 a.m. (load in)

10:00 a.m. to 2:00 p.m.

1:30 p.m. to 5:30 p.m.

5:00 p.m. to 7:00 p.m. (load out)

Needs:

Setup/Teardown

Wine Garden Area Manager

Pumpkin Patch

Chainsaw Chix Area Manager

Vendor/Exhibitor Directionals

Stage Manager  
(Kids/Adult/Bluegrass)

Historic Manassas, Inc. Booth

Food Court Manager

**Event:** Haunted Happenings

**Location:** Old Town Manassas

**Date:** October 26, 2013



Shifts:

8:00 a.m. to 10:30 a.m. (load in)

1:30 p.m. to 2:30 p.m. (load out)

10:00 a.m. to 1:30 a.m.

Needs:

Hot Dog Cart

Popcorn Cart

Game Manager

Treat/Prize Stocker

**Event:** Merry Old Town

**Location:** Old Town Manassas

**Date:** Dec. 6th through 8th

I would like to volunteer for the Friday night Tree Lighting from 5:30 p.m. to 9:00 p.m.

I would like my information sent to the Greater Manassas Christmas Parade so they may contact me to volunteer for the Saturday parade.