

Volunteer Application

Marshall Area Farmers' Market

Date _____ Name _____

Address _____

Phone _____ Mobile Phone _____

Email _____

Emergency Contact Person: _____ Contact Phone # _____

Please tell us why you are interested in volunteering at the Market and any special interests you have:

Volunteer Signature _____

/ _____
Dated Signed

Return the completed form to Market Manager, Pam Wolfersberger

- (1) Email: pam.mafm@gmail.com
- (2) USPO mail to: Marshall Area Farmers Market, City of Marshall, 323 W. Michigan Ave. Marshall, MI 49068.
- (3) Drop off: Saturdays at the Summer Market 8am-1pm 125 W. Green St.

FRIDAY - MARKET SITE PREPARATION & SIGNAGE

Friday Night (A):

- Market Site Preparation 45 - 60 Minutes with **2 Volunteers**
- Set up: Traffic signs, parking lot signs, yard signs, dog sign as shown on site map

SIGN UP TO VOLUNTEER ON THE DATES LISTED BELOW

May 6 ___ 13 ___ 20 ___ 27 ___

June 3 ___ 10 ___ 17 ___ 24 ___

July 1 ___ 8 ___ 15 ___ 22 ___ 29 ___

Aug. 5 ___ 12 ___ 19 ___ 26 ___

Sept. 2 ___ 9 ___ 16 ___ 23 ___ 30 ___

Oct. 7 ___ 14 ___ 21 ___ 28 ___

Friday Night (B):

Market Signs Put Up around town 30 - 45 Minutes with **2 Volunteers**

- Need car to run the route - Use Market location map for proper location for signs

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Sept. 2 ___ 9 ___ 16 ___ 23 ___ 30 ___

Oct. 7 ___ 14 ___ 21 ___ 28 ___

MARKET MORNING SET-UP

Set-Up 6:30am to 8:30am

2 - 3 Volunteers needed

- Welcome assist vendors with unloading as needed
- Direct traffic vendors to their assigned location
- Attendance list: check off vendors as they arrive
- Set Canopies as directed by the Market Manager
- Market Tables set up in front of shed
- Direct any vendor paying to see the Market Manager

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Sept. 3 ___ 10 ___ 17 ___ 24 ___

October 1 ___ 8 ___ 15 ___ 22 ___ 29 ___

MARKET SHIFT ACTIVITIES FOR THE DAY

1st Shift activities - 2 VOLUNTEERS

- Be friendly, greet everyone and make them feel a part of the Market Family and SHARE information with them about the daily features, new vendors General: Answer customer questions and be a smiling face at the market information booth to help with whatever is needed
- Count customers shopping at the market and record hours turning them into the market manager as directed
- Assist Market Manager as directed
- Direct customers any survey boards that market is doing that day.

7:30am-10:45am

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2nd Shift activities

- Be friendly, greet everyone and make them feel a part of the Market Family and SHARE information with them about the daily features, new vendors General: Answer customer questions and be a smiling face at the market information booth to help with whatever is needed
- Count customers shopping at the market and record hours turning them into the market manager as directed
- Assist Market Manager as directed
- Direct customers any survey boards that market is doing that day.
- 12:45 to 1:30pm - Assist with Breakdown at the end of Market day.
(Checklist in Shed)

10:30am - 1:30pm

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