

# ARIZONA ASIAN AMERICAN ASSOCIATION

## ASIAN FESTIVAL 2016

Dear Volunteer,

The Arizona Asian American Association invite you to celebrate [2016 Asian Festival](#) at Scottsdale Civic Center on Saturday & Sunday, December 3 & 5. Come enjoy a pageantry of [performance](#), exhibits, vendor booths, arts and crafts and food, from various Asian communities represented by Cambodian, Chinese, Filipino, Hawaiian, Indian, Pakistanese, Indonesian, Japanese, Korean, Laotian, Taiwanese, Singaporean, Thai, Vietnamese and many more.

Be part of the nation's largest showcase of the Asian Festival. There are different ways to volunteer your time to the Asian Festival. The festival is a community event and we want to have everyone participate in this event to show their support for the community. For your commitment, we would be giving you Certificate of Appreciation and provide one meal for your hard work.

Below are the following work schedule for volunteers;

### **Saturday, December 3.**

7 am to 10 am      Opening Set up  
9.30 am to 1.30 pm    General Volunteer duties  
1pm to 5 pm      General Volunteer duties

### **Sunday, December 4**

9.30 am to 1.30 pm    General duties Volunteer  
1pm to 5 pm      General Volunteer Duties  
4.30 pm to 6 pm      Closing and tear down

### Volunteer Task

1. **Opening and Closing** – assist with set-up and tear-down of vendor tents, unload and set up their stations. This position requires standing, lifting and walking.
2. **Information Booth** – Volunteers working at the Information Booth must be very knowledgeable about the event as they will be asked a variety of question and must be able to communicate special requests to event staff. Customer service skills are very important.

3. **Car Parking** – Assist with directing and managing festival car parking area.
4. **Volunteer Coordinator** – Creating and maintaining volunteer schedule; tracking volunteer hour. Maintaining effective communication with volunteers. Supervising volunteer shifts during the festival, working closely with various organizers to assign volunteer shifts. Organizing meals voucher for volunteers.
5. **General Volunteers** - assist in general operation of the festival including maintaining the public area clean and pick up trash. Helping the Organizers in setting up and organizing Cultural Performance. Direct people to event and booth. Managing crowds and be an ambassador to the event.

Attach herewith the Volunteer Registration Form to be submitted on or before Nov 10. Kindly fill in the detail, sign and choose one of the work schedule.

Your support is greatly appreciated in making Asian Festival a great success.

Thank you.

You are the best,

*Winnie Kho Kaplan*

Winnie Kho Kaplan

Executive Director/Marketing Advisor

Arizona Asian American Association

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