

Westport Library Book Sale Volunteers

Set-Up: July 13-17, 2009 Sale Days: July 18-21, 2009 Clean-Up: July 21 1pm-4pm

Description of Jobs: *Note: Set-Up/Clean-Up and Open up/Close up will require physical labor*

SET-UP: Unpack & arrange/shelve books

CLEANUP/TAKEDOWN: clear fencing, tarps, fold tables, stack shelves

SALE: Cashier (seated) – Comfortable working with money under pressure (esp. Saturday)

Cashier (floating) – active position. Add up & direct customers in line and at tables

Shelver – Keep shelves & tables orderly, sort discarded books into proper area

Greeter (standing)/Security (seated) – Help at entrances, exits and grounds

*** Note: only one area is indoors. All other areas have some shade (where possible) but are outdoors. ***

Please indicate preferred time of day and dates. Actual shift time will vary depending on day and position, and will be confirmed by the volunteer coordinator who contacts you. Most shifts are 2-3 hours.

SETUP: Circle date(s) preferred; time slots available will be reviewed by volunteer coordinator.

Mon. 7/13 (All Physical labor) Shelving begins: Tue. 7/14 Wed. 7/15 Thurs. 7/16 Fri. 7/17

SALE: Saturday 7/18 Sale hours: 9am – 6pm Position: _____

Open up 8-9 AM PM Close up 6-7

SALE: Sunday 7/19 Sale hours: 9am – 6pm Position: _____

Open up 8-9 AM PM Close up 6-7

SALE: Monday 7/20 Sale hours: 9am – 7pm Position: _____

Open up 8-9 AM PM Close up 7-8

SALE: Tuesday 7/21 (no cashier, books free) Position: _____

9am – 1pm (Donation solicitor) **Takedown/Cleanup:** beginning at 11am, through 4pm

I can place a lawn sign in my front yard for 1 week

Special job request or restriction: _____

Name _____ Phone # _____

I prefer this method of contact

Address _____ Email _____

I prefer this method of contact

City _____ State _____ Zip _____

Please respond as soon as possible. Mail this form (or drop it off at the Library) to *Friends of the Westport Library, 20 Jesup Rd., Westport, CT 06880* and we will call you to confirm shift and position OR call or email the volunteer coordinator below:

If your Last Name begins with A-F: Contact Nicole Laskin, 259-1159 or nicolelaskin@optonline.net

If your Last Name begins with G-R: Contact Suzy Hooper, 434-7344 or geosoo143@yahoo.com

If your Last Name begins with S-Z: Contact Clare Clark, 454-4248 or clarec@optonline.net

Note: No book dealer may be involved in the setup or running of the Westport Library Book Sale.