

# Westport Library Book Sale Volunteer Sign-Up

**Set-Up: July 9-12 • Sale Days: July 14-17 • Clean-Up: July 17 11am-4pm**

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

**SET-UP:** Unpack & shelve and arrange books. Also needed: "captains" to direct setup, see below\*

**CLEANUP and TAKEDOWN:** fold tables, stack shelves and milk crates, gather bookends, clear fencing, clean up litter, take down signage

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

**Tallyer** – Active position. Add up large sales & manage customers in line and at tally tables

**Shelver** – Keep shelves & tables orderly, restock books onto proper category tables

**Greeter (standing)/Security (seated)** – Help answer questions and verify purchases at entrances, exits and grounds – customer service job!

➔➔➔➔➔ *Note: Everything is outside.*

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:** Check date(s)/time preferred; time slots available are flexible; note any special requests in area below.\*\*

**\*SPECIAL:** "Captains" to direct volunteers in each tent area, every day of setup, starting at 9am

<input type="checkbox"/> Mon. 7/9 (All physical work)	<input type="checkbox"/> Tue. 7/10 (Physical & Shelving)	<input type="checkbox"/> Wed. 7/11 Shelving	<input type="checkbox"/> Thurs. 7/12 Shelving
<input type="checkbox"/> 9:30-12 <input type="checkbox"/> 12-3 <input type="checkbox"/> 3-5	<input type="checkbox"/> 9-12 <input type="checkbox"/> 12-3 <input type="checkbox"/> 3-5		

**SALE: Saturday 7/14** Sale hours: 9am – 5pm

Preferred Job: \_\_\_\_\_

Open up tents 8-9 |  Cashier  Greeter  Security  
 Close up tents 5-6 |  9-12  12-3  3-5

Tallyer  Shelver  
 10-1  1-3  3-5

**SALE: Sunday 7/15** Sale hours: 10am – 5pm

Preferred Job: \_\_\_\_\_

Open up tents 9-10 |  Cashier  Greeter  Security  
 Close up tents 5-6 |  10-1  1-3  3-5

Tallyer  Shelver  
 10-1  1-3  3-5

**SALE: Monday 7/16** Sale hours: 9am – 5pm

Preferred Job: \_\_\_\_\_

Cashier  Greeter  Security |  Tallyer  Shelver  
 9-12  12-3  3-5 |  9-12  12-3  3-5

**\$\$ CONTRIBUTIONS DAY:** Tuesday 7/17 9-1 Manning donation jar (standing):  9-11  11-1

**TAKEDOWN AND CLEANUP:** Tuesday 7/17  11-1  1-4

I can place a lawn sign in my front yard for up to 2 weeks (high traffic street)

I'd like to help with sign placement around town  I'd like to help stock the train kiosk year 'round

\*\*Special job request/restriction/other: \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Mail or drop off this form ASAP to *Book Sale, 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, 203.259.1159 or nicolelaskin@icloud.com

If your Last Name begins with G-R: Contact Suzy Hooper, 203.434.7344 or shooper@westportlibrary.org

If your Last Name begins with S-Z: Contact Nicole Laskin, 203.259.1159 or nicolelaskin@icloud.com

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