



Be a Volunteer in the Argentine Festival USA!

The Argentine Festival is an annual program featuring performances from internationally-renowned artists that has been occurring for more than twenty years. Volunteers provide important support for the success of the Festival, and their assistance is much appreciated. We ask that volunteers be at least 18 years old, or be accompanied by their parents, 18 years old legal custodians or relatives. Some of the benefits of becoming a volunteer at the Argentine Festival may include exclusive behind-the-scenes access to performance, detailed orientation, and participation in an annual event that recognizes those who make the Festival possible.

If you would like to volunteer for the Argentine Festival USA which will take place in the Thomas Jefferson Theater on second week of May, Yearly, continue reading below. Pick an activity which interests you fits your time schedule.

Volunteers may participate in the areas of:

Visual Arts • Artist-Media Translation (English-Spanish) • Hall Setup • Arts and Craft • Projectors and Video Support • Fair Stand Setup • Marketing and Distribution of Flyers • Community Outreach • Grant-Writing • Graphic Design • Tour Guides • Ticket Sales and Accommodations • Public Relations

On the day of the event, we will meet at the Theater around 7:00 AM. We are very flexible with our schedule, however, and you may volunteer at the time that best suits you. A rough schedule of volunteer events follows:

7:00 AM – Organizer brings a map of the area, indicating where volunteers will put ten signs reading “Festival Argentino Today.” These signs will be posted in the vicinity of the Theater. We will have an hour or more to canvas the area.

8:10 AM – We will regroup at the Thomas Jefferson Theater (TJ) and will hang a new Festival banner at the parking entrance; we will also set up a parking sign. Later, we will open the Ticket Box Office in front of the TJ Main Entrance; we will also set up easels displaying ticket and donation information as

well as general information about the Festival.

9:30 AM – We will ensure that all easels and banners around the entrance have correct information and are placed properly. We will then go to the back of the TJ and bring all decorations and office supplies for the Ticket Box. We will also cut all tablecloths, measuring them out for around 50 banquet tables. We will unfold all tables and chairs for the outdoor section of the Festival, where patrons may enjoy Argentine cuisine.

10:45 AM – A group of 3-4 cars will pick up 86 balloons at Party City and bring them back to the TJ. Once they return, we will place the balloons at the Ticket area and inside the Theater Hall. We will put one to two balloons at each banquet table. We have a limited budget, and will try to make the best of our limited resources – the balloons will thus be creatively displayed, as per the suggestions of Que Creative Advertising Company and our volunteer Josue Martinez of QSolutions.

12:30 PM – We take a break, drink some water (we'll supply that), get something to eat (bring your own lunch), and have an informal discussion about how we are doing and what our priorities should be going forward.

1:15 PM – County technical staff will open the Theater for us to begin decorating. The sound personnel will begin to set up the sound system, and other technical personnel will be on hand to help us. We will bring coolers of water to put in the artists' rooms (one for men, one for women), one cooler for the stage manager, one for the sound engineering group, and one for the ticket group. Some volunteers will drive to pick the artists up and will bring them to the TJ. At least one of these volunteers should be bilingual. Rehearsal will begin after 3:00 PM.

2:15 PM – We will double-check to make sure that all decorations, banners, and balloons have been set up and that all tablecloths have been put on the banquet tables in the TJ Hall and the back patio. By this time, food vendors will already be on premises to set up. We will assign them spaces and will show them where bathroom and electrical facilities are located. We will also remind them that the Arlington County food inspector will be coming around 3:35 PM to do on-site inspections, which should take about 15 minutes.

3:00 PM – We will check with the technical staff to make sure that the sound system is working properly and will welcome some artists arriving to rehearse their acts. The sound staff will have our checklist and program schedule; we will bring extra copies just in case they forgot theirs. We will make ourselves available to help out where needed and can split up into smaller teams as necessary. One person must greet the artists, others will assist in the rehearsal process. Exhibitors will be arriving to set up tables and we will need one person to take them to their designated areas. Everyone should be prepared by 4:00 PM, when we will be ready to open the doors of the Hall.

4:00 PM – Ticket and donations and the Will Call box will open. This year we will need two people who know how to use a laptop with Internet connection in order to use the ticket-order system, as everything is being processed online this year. Patrons will be able to buy a ticket with a credit card.

We will need to set up this area from 3:30 to 4:00 PM with a table, chair, and extension cord for the laptop, which will use an Internet flash drive. The ticket group will have change, tickets, and office supplies already. This part of the setup will be quick and easy. We will probably need three main doors for ticket sales (we have a volunteer from last year); we will need two volunteers to supervise the entrance to the TJ and two more to cut ticket stubs to see the show. No food or drinks are allowed inside the TJ during the show.

5:45 PM – Theater doors open to see the show. Most volunteers can see the show; we can alternate jobs, but this usually is not a problem. Our sound staff and M.C. will take care of the details of running the show.

7:45 PM – Intermission. We can begin to clean up trash on the floor, we will also begin to remove signs from outside around 9:00 PM.

8:15 - 10:30 PM – Second section of the show. We will need help at the end to run the raffle, which is two round-trip tickets to Buenos Aires courtesy of Argentina Airlines (you will be able to participate!).

At the end of the show, everyone will help to clean up trash from the theater, the TJ Hall, and the outdoor patio. We will take down the tables and chairs, as well as all decorations including signs and banners. We will place the banners and signs in designated cars.

10:30 - 11:00 PM – Artists will have a meet-and-greet with photos and autographs; we will continue to clean up. For us, the program ends at 11:00 PM.

11:30 PM - 12:00 AM – All volunteers are invited to take pictures with the artists. At a later day we will do a recognition fiesta for all volunteers.

Please let us know ASAP if you would like to volunteer! We have 15 volunteer positions and they fill up very quickly. Send us an e-mail with your name, activity interest, contact information, and the hours that you would like to volunteer.

info@festivalargentinousa.com

Sincerely,
Daniel Manzoni, Executive Director
Festival Argentino