



Barbara Coffman, Volunteer Coordinator
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VOLUNTEER INFORMATION

Welcome to the Friends of Kamuela Philharmonic! We are grateful and looking forward to your help. This form is confidential; thank you for filling it out. Help us get to know you!

NAME _____

TELEPHONE NUMBERS (home/mobile) _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

Best way for us to contact you: Home phone Cell phone Text Email

Have you been receiving information from us? Yes No Please add me

On-Island Residency: Full Time // Part-time on-island, when? _____

What skills, talents and interests you would like to share?

Briefly, what you would like to get from your volunteer experience?



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VOLUNTEER TASKS

- Transporting a visiting musician to or from the airport, to a rehearsal/performance venue, or a host
- Hosting an off-island musician for one or two nights at the time of a concert, including possible transportation assistance.
- Greeting attendees and ushering at concerts
- Providing graphic design services for Philharmonic's web site, publications, programs, fliers, etc.
- Assisting with public relations, such as delivering press releases to news outlets
- Maintaining the database we use to communicate with donors, ticket buyers, the musicians, and volunteers
- Sorting through historic files and organizing them for greater efficiency
- Helping the Music Librarian with sorting and putting music in order for easy access
- Pre-concert assistance, such as loading up the podium, music stands and bulky instruments and delivering them to the concert venue. (Do you have an SUV or van?) Staffing the check-in desk and volunteer information table.
- Helping at a special event, such as a benefit chamber recital or other fund raiser at a private residence.
- Arranging for food and beverages, and their setup, service and clean-up at special events.
- Overseeing the organization's system of thanking donors with handwritten notes.