



# Broward Art Guild Volunteer Questionnaire

Please take a few minutes to fill out this form so that we may utilize your time and skills effectively and you can enjoy the projects you help with, and mail to: Broward Art Guild, 3280 NE 32nd Street, Fort Lauderdale, FL 33308 OR  
e-mail to: [info@BrowardArtGuild.org](mailto:info@BrowardArtGuild.org) **THANK YOU!**

(Please Print)

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_

PHONE (CELL) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Y  N Are you familiar with how the Guild works?

**Much volunteer work needs to be done onsite during Guild hours, W, F, Sa 12-9 and Th 12-6. Offsite and/or off-hour volunteering is marked with a \*\*.**

Which days and times do you prefer to volunteer?  
\_\_\_\_\_

Y  N Can you commit to a regular day/time? \_\_\_\_\_

When are you NOT available? \_\_\_\_\_

**Please check all areas that you are interested in and fill in blanks as necessary.**

## Office

- Y  N Gallery sitting/answering phones/taking messages
- Y  N Making phone calls to other volunteers and/or members\*\*
- Y  N General office duties: filing, making copies, organizing press archive
- Y  N Assembling programs, collating, mailings
- Y  N Computer work

Please list applications you are familiar with: \_\_\_\_\_

Y  N Special business experience you can provide help with?  
(e.g., accounting knowledge, legal matters, management, etc.)  
\_\_\_\_\_

## Housekeeping/Hospitality

- Y  N Helping plan refreshments at exhibits and events (e.g., dinners)
- Y  N Setup for, help during, or cleanup after exhibits and events
- Y  N Serving drinks (and chatting, encouraging donations)
- Y  N Occasionally contributing hors d'oeuvres
- Y  N Office cleanup (e.g., cleaning, organizing, emptying trash, vacuuming/sweeping, paint touch-up)
- Y  N "Handyman" needs (e.g., moving, repairing, building things, electric, plumbing). Please list special skills you have:  
\_\_\_\_\_

## Education/Workshops

- Y  N Coordination of education programs\*\*
- Y  N Teaching a workshop at the gallery or offsite (assisted living, kids).  
Please specify: \_\_\_\_\_
- Y  N Setup, assistance at workshops, demos, kids' events

## Exhibits & Events

- Y  N Helping at intake and/or pickup of art for exhibits (filling out forms, processing fees, organizing artwork)
- Y  N Do you have a van or other vehicle to help with transport of artwork or supplies to/from exhibits and events?
- Y  N Prepping/hanging artwork
- Y  N Do you have experience curating exhibits?
- Y  N Helping staff openings/events (signing in, selling raffles, encouraging donations and memberships, People's Choice ballots)
- Y  N Coordination/logistics of offsite exhibits and events (securing locations, food, entertainment, donations for raffles, decorations)\*\*

## Art Around Town

*(Days and times depend on individual venues)*

- Y  N Prepping/hanging artwork
- Y  N Setting up/arranging artwork in a display case
- Y  N Helping co-chairs coordinate program, promote exhibits

## Fundraising/Marketing

Y  N Experience/interest in fundraising (e.g., grant proposals, presentations, mailings, private funding, sales) Please specify:  
\_\_\_\_\_

- Y  N Contacting potential sponsors\*\*
- Y  N Helping staff the BAG info booth at offsite events\*\*
- Y  N Distributing ad cards/flyers at area locations\*\*
- Y  N Special promotion experience (e.g., public relations, writing, design, photography, video, Internet, ad sales).\*\* Please specify:  
\_\_\_\_\_

## Website/Social Media/E-Newsletter

- Y  N Web design.\*\* Please specify skills:  
\_\_\_\_\_
- Y  N Writing and/or coordinating info for website\*\*
- Y  N Social media posting\*\*
- Y  N Helping produce a newsletter. Please specify skill(s):  
\_\_\_\_\_

## Other \_\_\_\_\_

**Thank you!** Having an understanding of your interests and areas of expertise will help tremendously in planning upcoming projects. Volunteers are the lifeblood of the Guild and keep it moving forward. We are grateful for those willing to share their ideas, time and energy to make it a great experience for all to enjoy.