



Broward Art Guild Volunteer Questionnaire

Please take a few minutes to fill out this form so that we may best utilize your time and skills, and mail to: Broward Art Guild, 3280 NE 32 Street, Fort Lauderdale, FL 33308 OR
Email to: info@BrowardArtGuild.org **THANK YOU!**

(Please Print) _____ DATE _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

E-MAIL ADDRESS _____

Which days and times do you prefer to volunteer?

When are you NOT available? _____

Please check all areas that you are interested in:

Office

- Y N Provide customer service (gallery sit, answer phones, take messages)
- Y N Make phone calls to other volunteers and/or members
- Y N Provide general office duties: filing, making copies, mailings
- Y N Update files in Microsoft Office

Please list special software programs you are familiar with: _____

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

Hospitality

- Y N Plan refreshments at exhibits and events
- Y N Set-up for, help during, or clean-up after exhibits and events
- Y N Serve drinks (and chatting, encouraging donations)
- Y N Contribute hors d'oeuvres and/or desserts

Housekeeping

- Y N Clean the office (e.g., cleaning, organizing, emptying trash, vacuuming/sweeping,)
- Y N Provide maintenance services (e.g., repair work, electric, plumbing, paint touch-up). Please list special skills you have: _____

Workshops

- Y N Coordinate youth education programs
- Y N Teach a workshop at the gallery or offsite (assisted living, kids).
Please specify: _____

- Y N TA (Teacher's Assistant) at workshops, demos, kids

Exhibits & Events

- Y N Assist at intake and/or pickup of art for exhibits
- Y N Curate exhibits
- Y N Hang artwork
- Y N Host/hostess at openings and events at the BAG gallery
- Y N Assist at offsite exhibits and events

Art Around Town

- Y N Hang artwork and post labels
- Y N Arrange artwork in a display case
- Y N Help co-chairs promote exhibits

Marketing

- Y N Design promotional material (print and online media)
- Y N Create and distribute public relations materials
- Y N Build and maintain public relations contacts
- Y N Build and manage email contact lists
- Y N Promote and sell website banner ads
- Y N Distribute ad cards/flyers at area locations

Social Media Promotion

- Y N Post on social media
- Y N Taking photos for social media (e.g. at openings and events)
- Y N Making and editing videos for social media

Member Communication

- Y N Research and author articles for newsletter
- Y N Design and produce newsletter

Fundraising and Sponsorships

- Y N Identify and author grant proposals
- Y N Identify and contact sponsors for exhibits and events
- Y N Identify and contact private funding
- Y N Generate sponsorships from local businesses

Other _____

Thank you! Our Guild is 95% volunteer driven. As an active volunteer, you strengthen the Guild with needed support to achieve its mission to BRING ART TO THE COMMUNITY. Volunteering is a way to receive a gift voucher! For every 30 volunteer hours accrued, you receive a voucher good for one free exhibit entry.