

INDIAN ASSOCIATION OF CHARLOTTESVILLE (IAC)
VOULTEER OPPORTUNITIES

As you know IAC IS A NON–PROFIT ORGANIZATION . All the board members are VOLUNTEERS. Success of this organization will depend on more volunteers like your self who can take this organization to a next level.

Please sign up below and become volunteers. I also urge you to encourage your children to get involved in this organization. This will help tremendously in their character building and plant a seed of community service in their early years.

Please circle the following areas that you can help out:
ON THE DAY OF THE EVENT (2-3 HOURS)

1. Arranging space
2. Welcomng or Greeting guests, handing out brochures etc
3. Decorating the venue
4. Cleaning after the event – picking up furniture, vacuuming etc..
5. Preparing and putting up signs during big events
6. Removing those signs after the even is over
7. Stage manager – curtain pulling, keeping the group ready for the stage
8. Technology Assist – Making sure that all the equipment like mikes, etc is working ONE hour prior to the show
9. Helping with heavy weight lifting jobs.
10. Food Management – Making sure that the area is orderly, water gets filled in appropriate containers, guiding people appropriately
11. Videography
12. Photography

OTHER JOBS

Technology:

13. Website Management - Update and Design

Publicity:

14. Helping with advertisement of the event via - Phone calls
Word of mouth
Distributing brochures
Newspaper/Radio/TV
15. Political Contacts – Help us establish relationship with local politicians

Cooking:

16. Providing cooked food on large scale

We plan following events for the year of 2010 –

1. Welcome party – Dinner and movie – Feb 2010
2. Summer Fest – June 2010
3. Garba – Oct 2010
4. Diwali

I will be able to volunteer during the above events (circle), and the above checked responsibilities.

You can contact me at – Phone -----

E-mail -----

