



TEXAS
FINE CRAFT
SHOW

Produced by The Woodlands Arts Council

VOLUNTEER HANDBOOK 2024

Location:

The Westin at The Woodlands
2 Waterway Square Pl.
The Woodlands, TX 77380

Show Hours:

Friday, November 1: 5PM - 9PM
Saturday, November 2: 10AM - 5PM
Sunday, November 3: 12PM - 5PM

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Thank you for volunteering your time & time at the Texas Fine Craft Show!

The Woodlands Arts Council's mission is to provide regional, cultural, and educational enrichment opportunities that encourage, support, and promote the performing and visual arts.

The inaugural Texas Fine Craft Show will showcase over 40 talented fine craft artists from across the nation. This event provides our community with a distinctive boutique shopping experience and a chance to engage directly with the artists to learn more about the fine craft world.

As a token of appreciation for your time, every volunteer will enjoy free admission to the Texas Fine Craft Show and the chance to explore and shop before and/or after their scheduled shifts.

You will be a part of a vibrant, fast-paced environment. We warmly invite your friends, family, neighbors, and co-workers to join us as volunteers at the Texas Fine Craft Show or any of our numerous events throughout the year!

Thank you for being so committed to the arts in our community, and we look forward to seeing you soon!

Many Thanks,

Jenny Carattini-Wright, TWAC Executive Director & CEO

Haley Garcia, Chair & TWAC Vice President

CONTACT INFORMATION

Kayla Trascher, TWAC Admin & Event Coordinator

For questions about volunteering, email:

Volunteers@TheWoodlandsArtsCouncil.org

GENERAL VOLUNTEER OBLIGATIONS

The Texas Fine Craft Show depends on its volunteers to perform critical duties contributing to the event's success. *Be sure to browse and shop the show before and after your shift!*

Dress Code: Business Casual*

*except for Artist Load-In / Out Helpers, Artist Check-In, Lounge Set-up / Teardown

As a volunteer, we ask that you display warm and welcoming courtesy to patrons and artists, perform your duties with a commitment to the show's overall success, and represent the community in a positive light.

Please be on time for your assignments; communicate any issues, concerns, delays, etc., to the Volunteer Coordinator; remain at your posts until a relief volunteer is available; and complete your shift by remaining at your post until relieved. Relief volunteers will be available to accommodate breaks and any unforeseen emergencies.

Volunteers will be assigned to various duties. While all positions are critical to the overall success of the show, the Volunteer Coordinator will assign individuals to ensure that all critical posts are prioritized. We understand there may be restrictions and requests for specific post assignments to ensure that all positions are always covered. We appreciate your understanding and flexibility.

The Texas Fine Craft Show provides a highly desirable venue for the artists and a unique, positive experience for our community.

VOLUNTEER GUIDELINES & INFORMATION

Working Shifts vary by job assignment, but are 2 to 4 hours long on Friday, Saturday, and Sunday. We will do our best to accommodate your requested volunteer area, but please understand that we might change your assignment based on the Show's needs at the time.

Please be ready to pitch in wherever needed and be prepared to work your entire shift!

- Please do not bring valuables, and remember that we cannot store any personal items at Volunteer Check-In.
- Be prompt and allow yourself plenty of time before the start of your shift. We ask that you check in about 30 minutes before your shift starts.
- If you are unable to make your shift and unable to find someone to work in your place, please contact us immediately via email.
- Do not leave your assigned area (except in the event of an emergency) until the next shift has arrived and is prepared to take over.
- No outside drinks or food are allowed in the Show due to Texas Alcoholic Beverage Commission regulations.
- We encourage ALL volunteers to review the Volunteer Handbook and [Website](#) before your shift.

PARKING & CHECK-IN

Volunteer Parking is available at the parking lot located at the corner of Waterway Avenue and Timberloch Place (18 Waterway Ave). Walk over the footbridge directly to The Westin and then walk around to the front of the hotel to enter the lobby. Arrive 30 minutes before your scheduled volunteer time to allow for parking, check-in, and getting to your assigned location.

Volunteer Check-In is in the lobby of The Westin near the escalators.

During check-in, you will receive your Volunteer Wristband, which will allow you access to the Texas Fine Craft Show.

EMERGENCY PROCEDURES

If you are immediately involved in an incident (medical, confrontational, or other), please fill out an incident report- Volunteer Check-In will have copies available.

- All emergencies (medical, hazardous materials, fire, violent or criminal conduct, and non-event related incidents) will be reported immediately to 911.
- Criminal activities and lost children will be reported to The Westin's security staff.
- For any other minor emergency, contact a TXFCS Team Member or security personnel.
- Lost & Found will be at the front desk of The Westin.

VOLUNTEER JOB DESCRIPTIONS

Artist Check-In

Greet artists as they arrive, distribute artist information packets, and ensure all paperwork has been completed.

Artist Load-In Helpers

Assist artists to enter the venue with minimal hassle and facilitate quick unloading to minimize the blocking of access to the Westin Hotel by incoming artists. Volunteers are NOT to handle art WITHOUT Artist approval. MUST be able to lift and carry heavy items.

Artist Load-Out Helpers

Assist the artists in exiting the venue with minimal hassles by assisting in the loading of artists' materials. These volunteers are NOT to handle art without Artist's approval. MUST be able to lift and carry heavy items.

Artist Relations

Walk the venue and aid the artists, as needed, during show hours, such as booth sitting for an artist to take a quick break, artist lunch assistance, delivery of patron purchases, running quick errands, as well as reporting any problems/concerns to appropriate personnel.

Flex Team

Ready to do whatever is needed to support the Texas Fine Craft Show! This is a “fill-in” spot to cover any last-minute requirements. We will do our best to make assignments at the time of check-in; however, please be aware that there may be some waiting for your assignment while we evaluate the show's needs. Thank you for being flexible!

Lounge Set-Up

Volunteers will assist with set-up activities for the Lounge, including decorating and arranging furniture.

Lounge Teardown

Volunteers will assist with teardown activity for the Lounge.

Patron Art Pick-Up

Receive, organize alphabetically, watch over, and release items to patrons when requested. Purchased Art will be brought to you by the Artist Relations team. Heavy lifting may be required. No art is to be released to a patron without proper receipt.

Program Distributors

Volunteers will greet our patrons, hand out the program, and direct them into the show.

Ticket Scanners

The empowered & tech savvy volunteer! May be asked to use an iPhone to scan tickets for guest entry, help guests scan the QR code to purchase tickets, answer FAQs, and help with traffic flow.