



Event Information & Volunteer Process

- HCLC FAN★FEST will be held **Sunday, April 21, 2024, at the Bay St. Louis Community Hall (301 Blaize Avenue)**. Set-up will begin at 7:00 AM, public hours are from 10:00 AM to 5:00 PM, and take-down will begin at 5:00 PM.
- Adult and teens aged 14 and older shall apply with their contact information and availability. Want to continue volunteering for the Hancock County Library System? We have opportunities to help at the library all year!
 - Teens under age 18 must have parent or guardian permission and provide their own transportation to and from the event.
 - Adults aged 18 and older who wish to continue volunteering at the library beyond this off-site event must complete a background check.
 - Complete the attached application or submit the online form, available on our website at hcls.info/fan-fest.
- Volunteers will be assigned to tasks and scheduled based on library needs, your availability, and your interest. We cannot guarantee your placement, but we will make every effort to make the experience positive. Some of our needs include:
 - Helping us set up library tables and art show submissions
 - Helping exhibitors find their places and set up (as needed)
 - Helping us greet attendees and hand out swag bags
 - Helping us sell merchandise and t-shirts on behalf of the Library Foundation of Hancock County
 - Helping to coordinate and assist with scheduled activities and presenters
 - Helping exhibitors and the library take down tables and displays at the end of the event
 - Helping to clean, sweep, and mop the venue after take-down

Photo & Video Disclaimer

By participating in this library event, you consent to be photographed, filmed, and/or otherwise recorded and to the release, publication, exhibition, or reproduction of any recorded media of your appearance, voice, and name for promotion and marketing. Such use may occur for future library events and may include placement on websites, social media, news, and advertising.

HCLC FAN★FEST 2024 • Volunteer Application

Applicant Name (First, Middle, Last)

Parent/Guardian Name (if under age 18)

Contact Phone

Home

Cell

Email Address

Age of Volunteer: Teen (14-17)

Adult (18+)

Special considerations:

Availability (check all that apply):

7:00 AM – 9:00 AM (Set Up) 9:00 AM – 11:00 AM 11:00 AM – 1:00 PM

1:00 PM – 3:00 PM 3:00 PM – 5:00 PM 5:00 PM – 7:00 PM (Clean Up)

What is the maximum number of hours you want to volunteer at this event (if available for multiple timeslots): _____

I am most interested in:

Helping with preparation before the event

Welcoming and helping the public

Assisting with programs and activities

Kids Korner (helping with crafts, stories, & activities)

Working with technology

Selling event merchandise

Other: _____

I have previously volunteered (check all that apply):

Have not previously volunteered with HCLC Previous FAN-FEST (or Comic Con) events

At another library event (specify below)

At a library branch (specify below)

Other (specify): _____

Are you interested in volunteering at the library beyond HCLC FAN★FEST?

Yes No Maybe, need more info

If unforeseen circumstances prevent me from attending or impact any scheduled programs, I will notify HCLC as soon as possible. My activities and behaviors at this event may be used to determine your suitability for participation in future library events.

Applicant or Parent/Guardian Signature

Date