



Spring Festival 2025 Volunteer Schedule / Checklist & Daily Priorities

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Spring Festival Committee:

Jackie Thaw (Dept Chair, Budget + Design Coordinator) thaw@mgsa.rutgers.edu / 917-679-2866
Cassandra Oliveras-Moreno (Staff, Communications, Volunteers, Food Coordinator)
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Frances Jeon (Staff, Room Scheduling) frances.jeon@rutgers.edu / 908-256-3500
Mark McKnight (Faculty, Programming + Skillshare Coordinator) mark.mcknight@rutgers.edu
Jules Gårder (Graduate student, Skillshare Communications/Program Coordinator) ruspringfestival@gmail.com
Heather Hart (Faculty, General Program + Volunteer + VAP Coordinator) heather.hart@rutgers.edu
Julie Langsam - (Faculty, Alumni Events Coordinator + Program Support)
Didier William - (Faculty, Print Kitchen Faculty Coordinator) dwilliam@mgsa.rutgers.edu
Chloë Anderson, Em Lacognata, Sierra Weitz, Elisa Gislao - (Undergraduate student Program Assistants)
ruspringfestival@gmail.com

MONDAY / MARCH 31

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in/ Support
9am setup		Jalen Dhriti		PA: Elisa Faculty: Jackie/ Heather/Cassandra
10:00 - 2:00	Elaina P Jalen	Hiral Ny'Kita Dhriti Selena	Elijah	PA: Elisa (until 1) PA: Em (12:30-4:30p) Faculty: Heather/Cassandra
2:00 - 6:00	Elaina P Ny'Kita	Micah Hiral Amanda Prannay	Elijah	PA: Em (12:30-4:30p) PA: Sierra (4pm - close) Faculty: Mark/Heather
6:00 - 9:00	Amanda (6-7:30)	Prannay Micah Amanda (after 7:30)		PA: Sierra (until close) Faculty: Julie
9pm - close				PA: Sierra (until close) Faculty: Julie CoAd: Jules

Staging:

- Grab your volunteer lanyard!
- Power-up, the computers / Computer username and password is "Rutgers"
- Open Safari and pull up Notion site artanddesign.notion.site
- Refill candy bowl + water in coffee makers
- On the second table, bring out & set up refreshments (snacks, rolls, cookies, coffee pods, napkins, small plates, coffee cups etc...)
- Straighten up lobby entrance area (coffee table, ottomans, plants)

Review of Day/Shift:

- Please review your shift/hours for the day
- Make sure the staff/faculty at the start of the shift 'checks you in as present'
- Please make note if you are a front "desk volunteer", a "general-volunteer/floater" or a "documentarian"
- Review the daily schedule of Skillshares, All-day events, special events and evening events (either in Notion, or in printed sheet form)
- For "general-volunteer/floaters" please look below for any noted Skillshares that need volunteer support and decide who is going to support which Skillshare
- All volunteers, please make note below of any food set-up, support, and staging that may be taking place today. Cassandra Oliveras-Moreno is the point of contact for the food during Spring Festival.
- "Documentarians" please make the rounds and try to capture as many events/Skillshares during your shift as possible.
- There may be special tasks assigned on a given day. One of the Spring Festival Faculty/Staff committee members will coordinate any of these at the beginning of shift cycles.

Last Shift / Closing up:

- Power down computers

- Put away "hide"! any remaining refreshments, food, candy in CSB 110 Black Storage Closet
- Organize and neatly put away napkins, cups, utensils etc. (under the desk)
- Generally organize/tidy up the desks, and lobby area.
- "Documentarians": Please upload/transfer your images to appropriate folder [HERE](#)

Keep in Mind:

- As volunteers, you are representing Art & Design and Spring Festival! Everywhere you go during your shift, welcome others, ask them if they have any questions, and point them in the direction of upcoming events, etc.
- Plan out the Skillshares and events you want to attend when you're not volunteering!

MONDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location / Time)

Clothing Swap	North Side Front Courtyard/ rain location in 110	Setup by 9:30am, monitoring needed- will assign Table and two chairs, any donations
Photo Booth	North Side Front Courtyard/ rain location in 110	Setup by 9:30am, may need periodic monitoring
Cornhole Decorating	North Side Front Courtyard/ rain location in 110	Setup by 9:30am, monitoring needed- will assign drop cloths, paint, brushes, containers.
Balloon Sculpture	North Side Front Courtyard/ rain location in 110	Setup by 9:30am, may need periodic monitoring
Mini Rage Pinatas	110	2 - 4pm?
MFA Panel w Alumni	Set up in front lobby: FOOD NOT PERMITTED IN BLOUSTEIN AUDITORIUM	6:15pm may need food pickup TBD

MONDAY Events that need food set-up/support:

(Event / Location / Time Volunteers are needed)

HQ Coffee & Continental Bkfst	Front Lobby (HQ)	Tidy up/ refill water for coffee maker as needed throughout day.
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MONDAY Special projects and tasks:

Today is Carnival Day! Most things are centered in the Courtyard and first floor. Things are less structured from 10-4:30 today, in the style of a street fair.
We will need all hands on deck to move things inside if it rains.
Head count attendance in every skillshare just after it starts.

TUESDAY / APRIL 1

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in/ Support
9am setup	ROC			PA: Sierra Faculty: Mark CoAd: Jules
10:00 - 2:00	Jalen Ny'Kita	Victoria ROC Sara H Danielle	Elijah	PA: Sierra (until 1p) PA: Elisa (12:30-4:30) Faculty: Mark CoAd: Jules
2:00 - 6:00	Ny'Kita Cleo	Prannay Victoria Samantha P Hiral	Elijah	PA: Elisa (until 4:30) PA: Em (4pm to close) Faculty: Mark/Heather
6:00 - 9:00	Cleo Prannay	Micah Samantha P		PA: Em (4pm to close) Faculty: Julie
9-close		Samantha P		PA: Em (4pm to close) Faculty: Julie

Staging:

- Grab your volunteer lanyard!
- Power-up, the computers / Computer username and password is "Rutgers"/
- Open Safari and pull up Notion site artanddesign.notion.site
- Bring out and set-up notebooks, pencils and stamps
- Refill candy bowl + water in coffee makers
- On the second table, bring out & set up refreshments (snacks, rolls, cookies, coffee pods, napkins, small plates, coffee cups etc...)
- Straighten up lobby entrance area (coffee table, ottomans, plants)

Review of Day/Shift:

- Please review your shift/hours for the day
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Last Shift / Closing up:

- Power down computers
- Put away "hide"! any remaining refreshments, food, candy in CSB 110 Black Storage Closet
- Organize and neatly put away notebooks, stamps, napkins, cups, utensils etc. (under the desk)
- Generally organize/tidy up the desks, and lobby area.
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TUESDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location / Time)

Paper Plants	406	9:45-10am setup
CHERYL	110	9:30am setup Clear out all desks, bring in work tables - Any supplies
Copy Art, Zines, Posters & Pamphlets	119	2 - 4pm
Film Screening: Queer Mix	FOOD NOT PERMITTED IN BLOUSTEIN AUDITORIUM	7pm to close

TUESDAY Events that need food set-up/support:

(Event / Location / Time Volunteers are needed)

Coffee & Continental Bkfst	HQ/ Front Lobby	11:30-7

TUESDAY Special projects and tasks:

Head count attendance in every skillshare just after it starts.

WEDNESDAY / MARCH 27

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in/ Support
9am setup	Jalen			PA: Elisa Faculty: Didier/ Cassandra
10:00 - 2:00	Jalen Amalie	Victoria Sara H Elaina P Danielle	Reid	PA: Elisa (until 1) PA: Em (12:30-5:30) Faculty: Didier
2:00 - 6:00	Elaina P Dhriti	Amanda Prannay Victoria	Reid	PA: Em (12:30-5:30) PA: Chloe (5- 7:30) Faculty: Didier/Cassandra CoAd: Jules
6:00 - 9:00	Amanda Dhriti	Prannay Micah Sara H		PA: Chloe (5- 7:30) PA: Elisa (7 to close) Faculty: Jackie CoAd: Jules

PRINT Kitchen Volunteers:

name/time Giancarlo Garguillo/ all day
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CSB Staging:

- Grab your volunteer lanyard!
- Power-up, the computers / Computer username and password is "Rutgers"/
- Open Safari and pull up Notion site artanddesign.notion.site
- Bring out and set-up notebooks, pencils and stamps
- Refill candy bowl + water in coffee makers
- On the second table, bring out & set up refreshments (snacks, rolls, cookies, coffee pods, napkins, small plates, coffee cups etc...)
- Straighten up lobby entrance area (coffee table, ottomans, plants)

Review of Day/Shift:

- Please review your shift/hours for the day
- Make sure the staff/faculty at the start of the shift 'checks you in as present'
- Please make note if you are a front "desk volunteer", a "general-volunteer/floater" or a "documentarian"
- Review the daily schedule of Skillshares, All-day events, special events and evening events

(either in Notion, or in printed sheet form)

- For “general-volunteer/floaters” please look below for any noted Skillshares that need volunteer support and decide who is going to support which Skillshare
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Last Shift / Closing up:

- Power down computers
- Put away “hide”! any remaining refreshments, food, candy in CSB 110 Black Storage Closet
- Neatly put away notebooks, stamps, napkins, cups, utensils etc. (under the desk)
- Generally organize/tidy up the desks, and lobby area.
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Keep in Mind:

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WEDNESDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location / Time)

Iron Chef: Design Edition	406	11:30am-1pm
Tree of Life: How to Create a Character	119	4:45-4:30pm setup
4d/Media Screening Night	FOOD NOT PERMITTED IN BLOUSTEIN AUDITORIUM	7pm to close

WEDNESDAY Events that need food set-up/support:

(Event / Location / Time Volunteers are needed)

Print Kitchen	CSB 202	12:30pm - need 2 volunteers to go to Fillipo’s on the corner to pick up the pizzas and bring them to the print area
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WEDNESDAY Special projects and tasks:

Head count attendance in every skillshare just after it starts.

THURSDAY / MARCH 28

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in/ Support
9:30 - 2:00 setup CSB	Ny'Kita (10am) Jalen (9:30a)			PA: Em Faculty: Jackie
10:00 - 2:00 setup LAB	Sara H Samantha P	Lorel Danielle	Reid	PA: Chloe Faculty : Heather/ Anoushé/ Nora/ Maura CoAd: Jules
2:00 - 6:00 CSB	Ny'Kita			PA: Em (until 4:30) PA: Sierra (4pm - close) Faculty:
2:00 - 6:00 LAB	Cleo Samantha P	Lorel	Reid	PA: Chloe Faculty : Heather/ Anoushé/ Nora/ Maura CoAd: Jules
6:00 - 9:00 CSB	Micah	Sara H	Reid	PA: Sierra PA: Elisa (4-8p) Faculty: CoAD:
6:00 - 7:00 LAB clean up		Cleo Lorel		PA: Chloe Faculty : Heather/ Anoushé/ Nora/ Maura CoAd: Jules
9- clean up CSB		Sara H	Reid	PA: Sierra Faculty: CoAD: Jules

LAB DAY Volunteers: Meet at LAB at 11 AM

name/time

Samantha P/all day

CSB Staging:

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- Bring out and set-up notebooks, pencils and stamps
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- On the second table, bring out & set up refreshments (snacks, rolls, cookies, coffee pods, napkins, small plates, coffee cups etc...)
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THURSDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location / Time)

"Let's make this house a home"	115 Ceramics	11-1130am setup
Finger Linger	157	1:45-4pm?
Dismantling Empire: How to Cut Stone	LAB Garden	4-4:30pm setup
Bus!	157	2-4pm
Clay Play	115 Ceramics	1:45-6:30p setup + monitor

Crown Making!	148	All day, setup and periodic monitor/encouragement
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THURSDAY Events that need food set-up/support:

(Event / Location / Time Volunteers are needed)

LAB Lunch	LAB	1:00 (need someone to keep an eye on doors to receive the order and set up pizzas for lunch)
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THURSDAY Evening

Costume Ball starts at 7pm
Setup around 5p
PAs: Sierra, Elisa until 8pm
Volunteers: Micah, Sara H, Reid

5:00

Store two computers in A&D Office, close out check-in table for the day

Beverage and snack setup:

- Get waters and two boxes of chips from A&D office mail room
- Rich will get sodas from dean's office fridge (he has office key)

Decor- let decorations down from the rafters

6:30

DJ arrives (Her parking is arranged in CSB Deck)
Jahi will help connecting to speakers in 110

7:00

Costume Ball begins
Julie and Jules - will take photos and send to Cheryl?
Cheryl judging the contest

9:00

DJ ends
Clean up

9:30

Rich - please check on 110 that all is clean and turned off

FRIDAY / MARCH 29

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in/ Support
9am setup	Jalen	Victoria		PA: Em Faculty: Heather/Cassandra
10:00 - 2:00	Jalen Amalie	ROC Samantha P Victoria Selena Lorel (12-3)	Elijah	PA: Em Faculty: Mark/Heather
2:00 - 6:00	Cleo Elaina	Lorel (12-3) Amanda Victoria Emily L Samantha P	Elijah	PA: Em (until 430) PA: Chloe (4-7:30) Faculty: Mark/Cassandra
6:00 - close/clean		Amanda Cleo		PA: Sierra (7-close) PA: Chloe (until 7:30) Faculty: CoAd: Jules

Staging:

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during your shift as possible.

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Last Shift / Closing up SPRING FESTIVAL FRONT DESK:

- Power down computers
- Put away "hide"! any remaining refreshments, food, candy in CSB 110 Black Storage Closet
- Organize and neatly put away notebooks, stamps, napkins, cups, utensils etc. (under the desk)
- Generally organize/tidy up the desks, and lobby area.
- "Documentarians": Please upload/transfer your images to appropriate folder [HERE](#)
- **SEE SPECIAL TASKS BELOW!**

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FRIDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location, Time/ Tasks)

Curating with community	407	11:30a - Might need setup help
Mini Rage Pinatas	110	2pm - might need setup/clean up help
Artist Curated Film Screening	FOOD NOT PERMITTED IN BLOUSTEIN AUDITORIUM	4:30-10pm

FRIDAY Events that need food set-up/support:

(Event / Location / Time Volunteers are needed)

BYOBBQ	North end of front Courtyard	12-2:30p - setup + maintenance Someone needs to pull the things from the office and set up outside

FRIDAY Special projects and tasks:

EVENT STRIKE: Take down front check in area. (4pm)

- Restore plants to their places
- Clean-up/wipe down + bring Coffee Makers back to A & D office and 3rd floor lounge
- Store check in computers in A & D office
- Move the front tables back into the Room 110 storage closet
- Store spring festival tablecloth in foyer lower cabinet
- Return longest extension cord (cord located on Bloustein side) and power strip to Gallery Tool Room
- Bring the other shorter extension cord and power strip near coffee maker to A&D foyer, lower cabinet
- Bring SF front desk chairs to 110
- Generally straighten up the lobby and front entrance

Head count attendance in every skillshare just after it starts.