



Spring Festival 2024 Volunteer Schedule / Checklist & Daily Priorities

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Spring Festival Faculty & Staff Committee:

Jackie Thaw (Dept Chair, Budget) thaw@mgsa.rutgers.edu / 917-679-2866

Cassandra Oliveras-Moreno (Staff, Communications, Volunteers, Food) coliveras@mgsa.rutgers.edu / 848-932-5399

Frances Jeon (Staff, Scheduling) frances.jeon@rutgers.edu / 908-256-3500

Steffani Jemison (Faculty, Skillshare Organizer) steffani.jemison@rutgers.edu / 917-513-7514

Maisie Lou (MFA Program/Skillshare Organizer) maisie.luo@rutgers.edu / 818-314-3768

Heather Hart (Faculty, General Program Organizer + LAB Day Volunteer Coordinator) hhart@mgsa.rutgers.edu / 732-932-2222

Marc Handelman (Faculty, General Program Organizer, Volunteer and VAPCoordinator) marcha@mgsa.rutgers.edu / 646-248-1891

Didier William - Print Kitchen Faculty Organizer: dwilliam@mgsa.rutgers.edu

MONDAY / MARCH 25

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in /support
11:00 - 3:30	Victoria DiMaggio Elise Ao Pickle	Grace Lee Mickey Steiner Zion Tseng	Julia Saniewska Amanda Spinweber	Marc Handelman Heather Hart (10:30)
(1:30 - 5:30)			Paige Kurzawa	
3:30 - 7:30	Amanda Beckley Jocelynn Dow	Hiral Parikh Alyssa Hack	Amanda Spinweber	Heather Hart (3:30)

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
- 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 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](#)

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.
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MONDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location / Time)

Getting It Together (File Organization and Application Prep)	CSB 229	11:30am
Hire Me: Resume Building for Creatives	CSB 220	2pm
Bookmaking: Flag Accordion Book	CSB 406	4pm, distributing materials

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.
BIPOC MGSA Town Hall (Sigri)	Rm 110	Set up at 12:45pm; breakdown after
S.A.T. (Evelyn’s)	Rm 110	Set up at 6:45pm; breakdown after

MONDAY Special projects and tasks:

Design a simple poster (11” X 17”) for Spring Festival LAB Day that includes the bus schedule. Share PDF with staff, and print, and post them in CSB and LAB. Cassandra can provide details on shuttle schedule.

Continue to Stamp the Daily Pass in the notebooks (5X per notebook /one stamp for each day)

TUESDAY / MARCH 26

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in /support
11:00 - 3:30	Amanda Spinweber Aviv Fox	Zion Tseng Grace Lee	Alfred Dudley	Marc H (10:30)
(1:30 - 5:30)				
3:30 - 7:30	Belinda Julien Mickey Steinerman	Hiral Parikh Danielle Cole		Cassandra OM (3:30)

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TUESDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location / Time)

tatreez: Palestinian embroidery workshop	CSB 218	11:30am
Chill sesh for neurodivergent and disabled community at MGSA	CSB 407	1pm

TUESDAY Events that need food set-up/support:

(Event / Location / Time Volunteers are needed)

Coffee & Continental Bkfst	HQ/ Front Lobby	11:30-7
MFA Panel w Alumni	Set up in front lobby: FOOD NOT PERMITTED IN BLOUSTEIN AUDITORIUM	6:15pm Delivery from Hansel n Griddle (wraps & sandwiches, chips) Guests can eat before entering the space from 6:30-6:45

TUESDAY Special projects and tasks:

Continue to Stamp the Daily Pass in the notebooks (5X per notebook /one stamp for each day)

Need Volunteer to work the Art Supply Giveaway in Room 335 from 11:30am-2pm

Documentarian today is Alfred: pics of skillshares + Junior Review displays

WEDNESDAY / MARCH 27

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in /support
11:00 - 3:30	Aviv Fox Mickey Steinerman	Victoria DiMaggio Jocelynn Dow	Morgan Han	Maisie L (10:30)
(1:30 - 5:30)			Alyssa Hack	
3:30 - 7:30	Elise Jennings Destini Baraka Blair	Amanda Spinweber	Alyssa Hack Deena Jahama	Heather H (3:30)

PRINT Kitchen Volunteers:

Grace Lee / 11:00 - 3:30 PM
 Caroline Beattie / 11:00 - 5:00 PM
 Brianna Skaff / 11:00 - 5:00 PM
 Devin Edwards / 11:00 - 5:00 PM
 Gabriella Carmella / 11:00 - 4:30 PM
 Yumna Enver / 11:00 - 2:00 / 3:00 - 5:00 PM
 Tiana Pimentel / 11:00 - 5:00 PM

CSB Staging:

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WEDNESDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location / Time)

Lighting in Cinematography	CSB 326	2pm, I would like someone to help and be a subject for the lighting portion of my skill share.

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 back to the print area.
Poetries and Politics	CSB 203	5:30pm delivery from Victoria’s;

		needs help with set up and clean up at the end of shift.

WEDNESDAY Special projects and tasks:

Continue to Stamp the Daily Pass in the notebooks (5X per notebook /one stamp for each day)

THURSDAY / MARCH 28

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in /support
11:00 - 3:30	Paige Kursawa	Elise Ao	Julia Saniewska Alyssa Hack (11-5)	Marc H (10:30) Heather (LAB all day)
(1:30 - 5:30)				
3:30 - 7:30	Amanda Beckley Jocelynn Dow	Hiral Parikh Danielle Cole	Julia Saniewska	Cassandra OM (3:30)

LAB DAY Volunteers: Meet at LAB at 11 AM

Pickle / 11:00 - 5:30 PM

Morgan Han / 1:30 - 5:30 PM

LAB Grad Foundry Volunteers: 12:00 - 6:00 PM

Dan Lucal, Harley Holstein, Ariana Martinez, Francisco Eraso, Maura Torres, Rachel Mulvehill

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THURSDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location / Time)

Touch Designer	CSB 203	10 - 2 pm
Both Sides of the Camera: Portrait and Lighting Studio	CSB 335	11:30 - 2:30 pm

THURSDAY Events that need food set-up/support:

(Event / Location / Time Volunteers are needed)

LAB Lunch	LAB	1:00 (need someone to receive the order and set up pizzas for lunch)
BFA Thesis Reception	Rm 110	5:30-7:30 (we need at least one volunteer DANIELLE or HIRAL to help set up and maintain the spread throughout the first half of the reception, replenish food, keep it tidy, etc)

THURSDAY Special projects and tasks:

At 12:30, someone needs to send black bag at front desk to Heather on first LAB shuttle departing

At 1:00 PM at CSB, events will be over. Send all volunteers except 2 at Front Desk to LAB.

At 1:30, After the Art Market is done, we need volunteers to restore 335 tables to original configuration in center of room.

At 3:30 PM CSB, send second shift of volunteers at 3:30 over to LAB to support.

FRIDAY / MARCH 29

SHIFT:	Front Desk	General Volunteer / Floaters	Documentarians	Staff Check-in /support
11:00 - 3:30	Victoria DiMaggio Zion Tseng	Pickle Elise Jennings	Paige Kurzawa	Steffani J (10:30)
(1:30 - 5:30)				
3:30 - 7:30	Amanda Beckley Belinda Julien	Danielle Cole Morgan Han	Deena Jahama	Cassandra OM (3:30)

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Last Shift / Closing up SPRING FESTIVAL FRONT DESK:

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desk)

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- **SEE SPECIAL TASKS BELOW!**

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FRIDAY Skillshares requiring volunteer support:

(Name of Skillshare / Location, Time/ Tasks)

“All Wrapped Up” - Wire wrapping and jewelry	CSB 406	2 pm, setting up
Figure Drawing: Tips and Tricks	CSB 404	11:30am, keeping time for models
Noise Jam	CSB 327	4pm, setting up and cleaning up
Shuffling: Dancing for Parties	CSB 110	4pm, help with setting up music

FRIDAY Events that need food set-up/support:

(Event / Location / Time Volunteers are needed)

Queer Mixer	3rd Fl Lounge	Food Delivery to arrive at 12:50 and can go up to lounge and be set on tables.
Dance Party	Rm 110	Pizzas arriving at 6:50. Set up in 110.

FRIDAY Special projects and tasks:

EVENT STRIKE: Take down front check in area prior to dance party. (6pm)

- 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 (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