Literary Arts
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Portland Book Festival
Book Distribution Monitor

Primary Objective:
Your primary objective is to quickly and effectively distribute books to all attendees with pre-paid book tickets.

Commitment:
- 4-hour shift during festival on Saturday, November 9
- Volunteer orientation in early November (TBD, approx. 1.5 hours)

Reports to: Book Distribution Manager

Locations: Arlene Schnitzer Concert Hall

Monitor responsibilities include:
- Ensure books are accessible for distribution
- Distribute physical book to attendees with prepaid book tickets
- Box up leftover books after event and transport them back to the Literary Arts booth
- Help attendees who are looking for information and trouble shoot as needed
- Other tasks as needed

Requirements:
- Outgoing, with excellent customer service skills
- Able to think on your feet and stay calm under pressure
- Ability to lift at least 35 lbs.

Venue Information:
- Volunteer coat check/storage is located in the volunteer room of the Mark building of PAM.
- The nearest radio is with the Book Distribution Manager.

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Check List: Book Distribution Monitor

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Pre-Event:

- ☐ **Review the Festival map, and familiarize yourself with festival venue locations**
- ☐ **Review the Festival author schedule, signing times, and panel topics**
- ☐ **Review the Festival FAQ on Literary Arts website**
- ☐ **Pick-up your volunteer T-shirt and packet info at orientation in October**

Upon arrival:

- ☐ Check in at Volunteer Registration
- ☐ Check in with Book Distribution Manager to receive training/specifics to assignment

During Shift:

- ☐ Set up books on the book distribution table to ensure easy access during distribution
- ☐ Catch the attention of attendees with prepaid vouchers who need to get their book
- ☐ Physically hand attendees with prepaid vouchers the event's book
- ☐ Between events, box up and transfer books to the Literary Arts booth

Shift Complete:

- ☐ Check out with Book Distribution Manager
- ☐ Enjoy the rest of the Festival!

Please note that if you are wearing your volunteer T-shirt while attending Festival events, you should consider yourself an "on-duty" volunteer and answer attendees' questions if asked.

Thank you for volunteering with Portland Book Festival!