



# 2023 WARD WORLD CHAMPIONSHIP WILDFOWL CARVING COMPETITION & ART FESTIVAL

Roland E. Powell Convention Center  
40th & Coastal Highway, Ocean City, MD  
April 21 - 23, 2023



## VOLUNTEER APPLICATION

This form should be returned by February 25, 2023

*\*Please print clearly\**

Name: \_\_\_\_\_ Name for Name Tag \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State/Prov \_\_\_\_\_

Zip Code \_\_\_\_\_ E-mail address: \_\_\_\_\_

EMERGENCY CONTACT INFO: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Below are each date's volunteer opportunities. Please state **when** during that opportunity you can volunteer. We deeply appreciate your flexibility for filling in as needed at this event. All assignments are at the Ocean City Convention Center unless otherwise noted.

Please note this is **NOT an all-inclusive list of activities**. Activities, needs, and times are subject to change. New volunteer opportunities will be announced as further preparations for the Championship continue.

**PLEASE NOTE: THIS APPLICATION FORM IS NOT AN ASSIGNMENT SHEET.**

Assignment sheets come later based on all jobs you are willing to do and times you are available. **We'll do our best to match your preferred jobs with our volunteer needs.**

**Assignments will be mailed to you by April 2.**

Please watch your mailboxes or email shortly after April 2 and let us know if you have not received your assignment sheet, have questions, or cannot fill the assignment by **April 16.**

Contact Info: Interim Executive Director, Brittany Andrew,  
410-742-4988 ext. 108, bndrew@salisbury.edu

*Thank you for your help!*

Please sign me up for the following volunteer positions. *Please include days and times available.*

Positions \_\_\_\_\_

Days & Time \_\_\_\_\_

## Set up

Volunteers are needed to help load the truck at the Museum on **Tuesday, April 18. Time TBA**

\_\_\_ **Load-in assistants:** Ensure boxes are taped and secured, assist staff in loading the truck. **\*Will require heavy lifting**

Volunteers to assist in setting up the competition hall on **Wednesday, April 19. Time TBA**

\_\_\_ **Move-In Assistants:** Distribute boxes from moving truck to appropriate area. **\*Will require heavy lifting.**

\_\_\_ **Table Set-up Assistants:** Set-up Assistants are needed **Wednesday, April 19, in the morning.** Multiple areas of help needed to build risers, put out table cloths, signs, etc. at the Convention Center.

\_\_\_ **Finishing Touches:** small details – signage, booths, etc.

I have the following day(s) and time(s) available: \_\_\_\_\_

## Convention Center Logistics

**Competition Registration:** Volunteers needed **Thursday, April 20,** and **Friday morning, April 21.**

\_\_\_ **Registration:** Volunteers give out registration forms and/or track competition on computers.

\_\_\_ **Registrar:** Knowledge of birds' necessary.

\_\_\_ **Marker/Tagger:** Correctly mark the carvings, so they can be placed in the proper category.

\_\_\_ **Cashier:** Assist collecting money for registered carvings.

\_\_\_ **Membership:** Confirm/sell memberships as part of registration process.

\_\_\_ **Runner:** Transport birds during registration to appropriate tables in competition hall.

\_\_\_ **Line Director:** Facilitate line movement & direct artists

\_\_\_ **Badge and Material Distribution:** Hand out badges and materials.

\_\_\_\_\_ **Information Booth (Lobby):** Volunteers familiar with the show are necessary. This booth also serves as Public Relations. **Needed on Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **Membership Booth:** Position requires familiarity with the Museum to sell/renew memberships and sell raffle tickets. Training will be given as needed. **Needed on Fri. April 21, Sat. April 22, Sun. April 23.**

\_\_\_\_\_ **Volunteer Booth:** Help orient volunteers as they arrive. Give them their badge and assignment. Help fill any volunteer needs that may be needed. **Needed on Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **Ticket Checkers:** Check tickets at arena entrances, greet visitors, and answer questions. **Needed on Fri. April 21, Sat. April 22, Sun. April 23.**

\_\_\_\_\_ **Security:** Check tickets at entry to Convention Center in conjunction with ticket checkers. You will be identified as "Show Security" and work under the direction of our hired security company. **Needed on Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **Auction Preview Security:** Assist in security of the Auction Preview items. You will be identified as "Show Security" and work under the direction of our hired security company. **Needed on Fri. April 21.**

\_\_\_\_\_ **Clerk:** Assist judges, record results, and place ribbons during judging. **Clerks are required to attend a meeting on Fri, April 21 at 8:30 am.** Clerks need comfortable shoes. **\*\*Clerks and Runners must stay with their judges the entire time. Needed Fri. April 21 and Sat. April 22. Times vary according to judges' needs. Please note that time for clerks change from year to year. You may not be able to be a clerk for the same category at the same time this year.**

\_\_\_\_\_ **Tank Runner:** Help move the decoys from the tables to the tanks inside the convention center. Runners need comfortable shoes. **\*\*Clerks and Runners must stay with their judges the entire time. Needed Fri. April 21 and Sat. April 22.**

\_\_\_\_\_ **Bay Assistant:** Help with moving the decoys that are being judged in Assawoman Bay on **Fri. April 21 and Sat. April 22.** Please note day preference.

\_\_\_\_\_ **Exhibitor/Vendor Relief:** Sit at vendors' booths while owners take a break. There will be a sign-up sheet to volunteer for vendor relief at Volunteer Check-In table in lobby. *(The vendors will give us their preferred time and we will do our best to fill these requests)* **Needed on Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **Ward Decoy Raffle:** Outgoing volunteers needed to sell raffle tickets. **Needed on Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **Candid Photographer:** Volunteers will take photos of events throughout the Convention Center. **Needed on Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **Photography Helper:** Assist photographer in recording pictures, taking orders, etc. **Needed on Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **People's Choice:** Collect "People's Choice" awards, count and record. Friday helpers needed to place "People's Choice" number cards. **Flexible hours Friday, Saturday, and Sunday.**

\_\_\_\_\_ **Award Ceremony Greeters and Ushers:** World Championship Award Ceremony. **Needed Sat. April 22 in afternoon/evening (ceremony starts at 5:30pm).**

I have the following day(s) and time(s) available: \_\_\_\_\_

## Education Logistics

\_\_\_\_\_ **Education Booth:** Volunteers to sell tickets for seminars and specials, promote offered education opportunities. Education Staff will be present throughout the day. **Needed Thurs. April 20, Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **Kids' Corner:** Assist in special programs for children. Parents will be expected to stay in the area with their child. Education and AmeriCorps staff will be directing activities at all times. **Needed on Fri. April 21, Sat. April 22, and Sun. April 23.**

\_\_\_\_\_ **Lecture/Workshop Hosts:** Greet attendees, check tickets, etc. **Needed Fri. April 21, Sat. April 22, and Sun April 23.**

I have the following day(s) and time(s) available: \_\_\_\_\_

## Auction Logistics

\_\_\_\_\_ **Auction Registration:** Volunteers needed to work with Museum staff to register auction donations on **Thursday April 20, and Friday April 21.**

All other auction jobs are **needed Saturday, April 22:**

- \_\_\_\_\_ **Bidder Registration:** Record names and information for auction bidders.
- \_\_\_\_\_ **Cashier Assistant:** Assist with tallying sales and paperwork.
- \_\_\_\_\_ **Auction Recorders:** Record auction prices and bidder numbers.
- \_\_\_\_\_ **Auction Registration Walkers:** Carefully walk/carry the art works for the bidders.  
\*\*Walkers must be able to walk quickly and long distances
- \_\_\_\_\_ **Transport:** Carefully move the art works from the auction area to the packing area.
- \_\_\_\_\_ **Packers:** Carefully follow instructions on packing artwork for safe shipping/transport.
- \_\_\_\_\_ **Spotters:** Help the auctioneer spot bids as they are made.

I have the following day(s) and time(s) available: \_\_\_\_\_

# Clean Up

- \_\_\_ **Break Down:** Assist in the take down of show on **Sunday, April 23, after 4 p.m.** May involve lifting and carrying heavy or delicate items. Also involves removing tablecloths and other clean up duties that **DO NOT** require heavy lifting.
  
- \_\_\_ **Mail-in Entries:** Assist Floor Captains with packing Mail-in Entries at close of show. **Needed Sunday, April 23, after 4 p.m.**
  
- \_\_\_ **Help unload van** – Assist with unloading van at Ward Museum on **Mon. April 24, typically in AM,** time TBD. **\*Requires heavy lifting.**

I have the following day(s) and time(s) available: \_\_\_\_\_

Additional Comments or Special Needs:

**PLEASE RETURN THIS FORM ASAP SO IT IS RECEIVED BY February 25, 2023**

**Mail form to:** Ward Museum of Wildfowl Art, Salisbury University  
Attn: Brittany Andrew, Interim Executive Director  
909 S. Schumaker Dr.  
Salisbury, MD 21804

**Email form to:** Brittany at [bnandrew@salisbury.edu](mailto:bnandrew@salisbury.edu)

**Inquiries or complete by phone:** 410-742-4988 ext. 108, Mon-Fri 10 am-4 pm. (leave a message and I will return your call within 48 hours)

*You make the difference and we're excited to work with you at the*  
**50<sup>th</sup> WARD WORLD CHAMPIONSHIP**  
**WILDFOWL CARVING COMPETITION & ART FESTIVAL**

*Thank You!*