

# Volunteerism at Newfields Calendar FY 2019

*Seasonal, Ambassadors, Special Events, Public Programs, Garden Guides, Docents, Department Specialists, Affiliate Groups, Board of Governors, and Board of Trustees*

## JULY

- **Volunteer Information & Group Interview Session**
  - Thursday, July 5 @ 5:30 – 7:00 pm
  - Saturday, July 7 @ 10:00 – 11:30 am
- **Volunteer Orientation**
  - Saturday, July 7 @ 11:30 – 2:00 pm
  - Thursday, July 12 @ 5:30 – 8:00 pm

## AUGUST

- **Curator's Choice (FALL):** Wednesday, August 8
- **Volunteer Information & Group Interview Session**
  - Thursday, August 2 @ 5:30 – 7:00 pm
  - Saturday, August 4 @ 10:00 – 11:30 am
- **Volunteer Orientation**
  - Saturday, August 4 @ 11:30 – 2:00 pm
  - Thursday, August 9 @ 5:30 – 8:00 pm

## SEPTEMBER

- **Penrod Volunteer Training Session**
  - Thursday, September 6 @ 5:30 – 7:30 pm
- **Penrod Arts Fair**
  - Saturday, September 8
- **Newfields Volunteer Fall Educational Series**
  - **Fall Harvest at Newfields Preview: Volunteer Information & Training Session**
    - Thursday, TBD
    - Saturday, TBD
- **Volunteer Information & Group Interview Session**
  - Thursday, September 13 @ 5:30 – 7:00 pm
  - Saturday, September 15 @ 10:00 – 11:30 am
- **Volunteer Orientation**
  - Saturday, September 15 @ 11:30 – 2:00 pm
  - Thursday, September 20 @ 5:30 – 8:00 pm

## OCTOBER

- **Newfields Volunteer Holiday Educational Series**
  - **Winterlights at Newfields Preview: Volunteer Information & Training Session**
    - Thursday, October 25 @ 5:30 – 7:30 pm
    - Saturday, October 27 @ 10:00 – 12:00 pm
    - Thursday, November 8 @ 5:30 – 7:30 pm

## NOVEMBER

- **Winterlights at Newfields Dress Rehearsal**
  - Tuesday, November 13 @ 4:00 – 8:00 pm
    - Lead Volunteers
    - Volunteers that have signed up for 4 or more shifts will receive an invitation along with one guest ticket or the evening
    - Volunteers scheduled for the evening will receive a voucher for two tickets to any other night if they do not want to invite two guests to this evening
- **Winterlights Staff & Volunteer Meal**
  - Thursday, November 22 (Thanksgiving)
  - Friday, November 23 (Black Friday)

## DECEMBER

- **Winterlights Staff & Volunteer Meal**
  - Monday, December 24 (Christmas Eve)
  - Tuesday, December 25 (Christmas Day)
  - Wednesday, December 26
  - Thursday, December 27
  - Friday, December 28
  - Saturday, December 29
  - Sunday, December 30
  - Monday, December 31 (New Year's Eve)
  - Tuesday, January 1 (New Year's Day)

## JANUARY

- **Welcome Back Celebration**
  - Tuesday, January 8 @ 4:00 – 6:00 pm
    - Lead Volunteers
    - Key Winterlights Volunteers
- **Winterlights Volunteer Orientation**
  - Saturday, January 19 @ 10:00 – 11:30 am
- **Holiday Pitch In (*WINTER*)**

- Saturday, January 19 @ 12:00 – 2:00 pm

## FEBRUARY

- **Volunteer Open House (SPRING)**
- **Orchids Educational Session: TBD**
- **Annual Volunteer Reception & Awards (SPRING)**
  - Saturday, February 23 @ 10:30 – 1:00 pm
- **Volunteer Information & Group Interview Session**
  - Thursday, February 7 @ 5:30 – 7:00 pm
  - Saturday, February 9 @ 10:00 – 11:30 am
- **Volunteer Orientation**
  - Saturday, February 9 @ 11:30 – 2:00 pm
  - Thursday, February 21 @ 5:30 – 8:00 pm

## MARCH

- **Newfields Volunteer Recruitment Drive**
- **Newfields Volunteer Spring Educational Series**
  - **Spring at Newfields Preview: Volunteer Information & Training Session**
    - Thursday, March 21 @ 5:30 – 7:30 pm
    - Saturday, March 23 @ 10:00 – 12:00 pm
- **Volunteer Information & Group Interview Session**
  - Thursday, March 7 @ 5:30 – 7:00 pm
  - Saturday, March 9 @ 10:00 – 11:30 am
- **Volunteer Orientation**
  - Saturday, March 9 @ 11:30 – 2:00 pm
  - Thursday, March 14 @ 5:30 – 8:00 pm

## APRIL

- **Volunteer Appreciation Month**
- **Curator's Choice (SPRING)**
  - Friday, April 20
- **Volunteer Appreciation Week** (Nationally Recognized Week)
  - April 7 – 13
- **Volunteer Information & Group Interview Session**
  - Thursday, April 4 @ 5:30 – 7:00 pm
  - Saturday, April 6 @ 10:00 – 11:30 am
- **Volunteer Orientation**
  - Saturday, April 6 @ 11:30 – 2:00 pm
  - Thursday, April 11 @ 5:30 – 8:00 pm

## MAY

- **Newfields Volunteer Summer Educational Series**
  - **Summer at Newfields Preview: Volunteer Information & Training Session**
    - Thursday, TBD
    - Saturday, TBD
- **Volunteer Information & Group Interview Session**
  - Thursday, May 2 @ 5:30 – 7:00 pm
  - Saturday, May 4 @ 10:00 – 11:30 am
- **Volunteer Orientation**
  - Saturday, May 4 @ 11:30 – 2:00 pm
  - Thursday, May 9 @ 5:30 – 8:00 pm

## JUNE

- **End of Fiscal Year Celebration (*SUMMER*)**
  - Wednesday, June 26 @ 5:00 – 7:00 pm
- **Volunteer Information & Group Interview Session**
  - Thursday, June 13 @ 5:30 – 7:00 pm
  - Saturday, June 15 @ 10:00 – 11:30 am
- **Volunteer Orientation**
  - Saturday, June 15 @ 11:30 – 2:00 pm
  - Thursday, June 20 @ 5:30 – 8:00 pm

## PENDING SCHEDULING

- **Board of Governors & Trustees / Museum Director's Event**
  - Fall 2018

# Volunteerism at Newfields

## Appreciation Events FY 2019

*Seasonal, Ambassadors, Special Events, Public Programs, Garden Guides, Docents, Department Specialists, Affiliate Groups, Board of Governors, and Board of Trustees*

- **Holiday Pitch In (WINTER)**
  - Date: Saturday, January 19
  - Time: 12:00pm – 2:00pm
  - Location: Garden Terrace
  - Event Lead: Chris Morehead
  - Special Notes:
    - AV Needed – Projector, Screen, and Audio
    - Photography Requested
- **Volunteer Open House (SPRING)**
  - Date: Thursday, January 31
  - Time: 5:00pm – 7:00pm
  - Location: DeBoest Lecture Hall
  - Event Lead: Chris Morehead
  - Special Notes:
    - AV Needed
- **Annual Volunteer Services Reception & Awards (WINTER)**
  - Date: Saturday, February 24, 2017
  - Time: 10:30 am – Group Picture, 10:45am – Doors Open, 11:30am – Program Begins, 1:00pm – Event Concludes
  - Location: Deer Zink Events Pavilion
  - Event Lead: Chris Morehead
  - Special Notes:
    - Catering – Champagne and Sparkling Cider in Welcome Center, Brunch Menu, Signature Cocktail, and Two Cash Bars
    - AV Needed – Projector, Screen, and Audio
    - Photography Requested – Group Picture at 10:30 am w/ Event Photos Following
- **Board of Governors & Trustees / Museum Director's Event (FALL)**
  - Date: September / October
  - Time: Doors & Cocktails at 5:00pm, Dinner at 6:00pm
  - Location: Westerley or Lilly House Terrace
  - Event Lead: Chris Morehead
  - Special Notes:
    - Catering – Heavy Hors d'Oeuvres, Wine, and Beer or Ice Cream Social
    - AV Needed: Music

- Photography Requested
- **End of Fiscal Year Celebration (SUMMER)**
  - Date: Wednesday, June 26
  - Time: 5:00pm – 7:00pm
  - Location: Beer Garden
  - Event Lead: Chris Morehead
  - Special Notes:
    - Catering – Food and Beverage from the Beer Garden Menu, 2 Drink Tickets / Volunteer, 2 Drink Tickets / Guest
    - AV: Music Requested
    - Photography Requested
    - Outdoor Games Requested
- **Volunteer Appreciation Month**
  - TBD
- **Volunteer Appreciation Week (Nationally Recognized Week)**
  - Sunday, April 7
    - Event: Movie
    - Time: 2:00pm
    - Location: DeBoest Lecture Hall
    - Event Lead:
  - Monday, April 8
    - Event: Behind the Scenes at the IMA
    - Time: 10:00am
    - Location:
    - Event Lead: Chris Morehead
  - Tuesday, April 9
    - Event: Irvin & Big Sue's Greenhouse Tour
    - Time:
    - Location:
    - Event Lead:
  - Wednesday, April 10
    - Event: Jonathan's Vision Quest
    - Time:
    - Location:
    - Event Lead:
  - Thursday, April 11
    - Event: Volunteer Open House
    - Time:
    - Location:
    - Event Lead:
  - Friday, April 12
    - Event: Docent Led Tours

- Time:
- Location:
- Event Lead:
- Saturday, April 13
  - Event:
  - Time:
  - Location:
  - Event Lead:

# Volunteerism at Newfields Special Events

*Seasonal, Ambassadors, Special Events, Public Programs, Garden Guides, Docents, Department Specialists, Affiliate Groups, Board of Governors, and Board of Trustees*

- **Newfields Volunteer Educational Series**
  - **Winter**
    - **Date:**
    - **Time:**
    - **Location:**
    - **Event Host:**
  - **Holiday**
    - **Winterlights at Newfields Preview: Volunteer Information & Training Session**
      - Thursday, October 25 @ 5:30 – 7:30 pm
      - Saturday, October 27 @ 10:00 – 12:00 pm
      - Thursday, November 8 @ 5:30 – 7:30 pm
    - Location: DeBoest Lecture Hall
    - Event Host: Chris Morehead, Lindsay Holstine, and Jonathan Wright
    - Special Notes:
      - Catering – Hot Chocolate, Coffee, Water, and Holiday S'mores Snack / Winterlights Cookies (A Taste of Winterlights)
      - AV Needed – Music, Projector, Screen, and Audio
      - Photography Requested @ 1 Session
  - **Spring**
    - **Spring at Newfields Preview: Volunteer Information & Training Session**
      - Thursday, March 16 @ 5:30 – 7:30 pm
      - Saturday, March 18 @ 10:00 – 12:00 pm
    - Location: DeBoest Lecture Hall
    - Event Host: Chris Morehead & Jonathan Wright
    - Special Notes:
      - Catering – A Taste of Spring
      - AV Needed – Music, Projector, Screen, and Audio, Video Recording for one of the dates to share online
      - Photography Requested @ 1 Session
  - **Summer**
    - **Penrod Volunteer Training Session**
      - Thursday, September 6 @ 5:30 – 7:00 pm
      - Location: ALS A
    - **Summer at Newfields Preview: Volunteer Information & Training Session**



- Thursday, TBD
      - Saturday, TBD
    - Location:
    - Event Host:
    - Special Notes:
      - Catering – A Taste of Summer
      - AV Needed – Music, Projector, Screen, and Audio, Video Recording for one of the dates to share online
      - Photography Requested @ 1 Session
  - **Fall**
    - **Fall Harvest at Newfields Preview: Volunteer Information & Training Session**
      - Thursday, TBD
      - Saturday, TBD
    - Location:
    - Event Host:
    - Special Notes:
      - Catering – A Taste of Fall Harvest
      - AV Needed – Music, Projector, Screen, and Audio, Video Recording for one of the dates to share online
      - Photography Requested @ 1 Session
- **Special Exhibition Curator Tours**
  - TBA
    - TBA
  - TBA
    - TBA
  - TBA
    - TBA
- **Spring Curators Choice Event** (Top 100 volunteers by hours donated for previous fiscal year)
  - Date: TBA
  - Time: TBA
  - Location: TBA
  - Event Lead: TBA
- **Fall Curators Choice Event** (Top 100 volunteers by hours donated for previous fiscal year)
  - Date: Wednesday, August 8
  - Time: TBA
  - Location: TBA
  - Event Lead: TBA