



NEWFIELDS
rosenan A PLACE FOR NATURE & THE ARTS



Penrod Arts Fair Volunteer Training

*Thursday, September 5, 2019 @ 7:00 pm
Adult Lecture Space A*

- **Welcome & Introductions**
- **Penrod Overview**
 - Somerset CPAs and Advisors 53rd Annual Penrod Arts Fair
 - "Indiana's Nicest Day 2019"
 - DATE: Saturday, September 7, 2019
 - TIME: 9:00am – 5:00pm
 - LOCATION: On the upper campus of Newfields
- **Tickets**
 - Newfields Volunteers working Penrod for the institution get in for free with a ticket voucher they will receive in person or by email on Thursday, September 5, 2019
 - Advanced Tickets \$15 Public
 - Event Day \$20
 - Kids 10 & Under Free
 - Renew or purchase your Newfields Membership the day of the fair and receive complimentary Penrod tickets!
 - **What:** Free Penrod Art Fair Tickets!
Who: The first 200 Newfields members to join or renew at the fair
When: Saturday, September 7 from 9:00am – 5:00pm
Where: The Newfields Membership booths located at both the 38th and 42nd Street entrances
Why: We love you and we love Penrod!
 - **DETAILS:**
 - Members who join or renew at the Solo level receive 1 ticket; Duo level and above receive 2 tickets.
 - This promotion is available on site only and while supplies last. It cannot be combined with any other discount or offer.
- **Parking**
 - Parking & shuttle service available at the following:
 - **State Fair Grounds – South Parking Lot**
 - Lot Location: 1201 E. 38th Street
 - Times: 8:00 – 6:00 pm

- Bus Drop off /Pick up Location: 38th Street Fair Gate
- **Light of the World Christian Church**
 - Lot Location: 4646 N. Michigan Road
 - Times: 8:00 – 6:00 pm
 - Bus Drop off /Pick up Location: Michigan Road Fair Gate
- **Major Taylor Velodrome**
 - Lot Location: 3649 Cold Spring Road (Please enter at 3580/3640 Cold Spring Rd.)
 - Times: 8:00 – 6:00 pm
 - Bus Drop off /Pick up Location: 38th Street Fair Gate
- Visit penrod.org for more information
- **What to Wear**
 - Teal Blue Newfields Volunteer Shirt
 - These will be available at the meeting on Thursday, September 5 at 7:00pm or on Saturday at Penrod from the Newfields tent located by the Hub
 - Newfields Volunteer ID Badge
 - Temporary Magnetic Badges will be available if you do not have an official Newfields Volunteer ID Badge
 - Shorts
 - Sunglasses
 - Hats
 - Comfortable Closed Toe Shoes
 - Sunscreen
 - Bug Spray
- **Logging In & Out for the day**
 - All volunteers must report to the Newfields Tent located by the Hub upon arrival for your volunteer shift
 - A Volunteerism Team Member will get you checked in, set up for the day, and answer any last minute questions you may have
 - All training will be done onsite on the day of the art fair when you arrive at your designated volunteer assignment for the day
- **Etiquette / Guest Experience**
 - Please see attached document
- **Volunteer Schedule & Assignments**
 - 3 volunteers needed for the Newfields tent
 - 6 volunteers needed for Membership Booths
 - 4 volunteers needed for the Lilly House
- **Newfields Volunteer Penrod Ticket Vouchers**
- **Q&A**

WHAT DO I WEAR?



REQUIRED: Your Newfields Volunteer Shirt and ID Badge

OPTIONAL: Volunteer Lanyard and Volunteer Bag

AND...



Please wear appropriate articles of clothing and do not cover up your Newfields Volunteer Shirt, this is how the public will identify you if they need help.

VOLUNTEER ETIQUETTE



- **Greet guests with a warm smile**
- **Be positive and show enthusiasm for the event**
- **Penrod Volunteers vs. Newfields Volunteers**
- **Know your surroundings**
 - Restrooms
 - Maps
 - Food & Beverage
 - First Aid
 - Security / Penrod Staff / Newfields Staff
- **Be proactive:** Offer your assistance before guests have to ask
- **Try to help answer questions, even if you do not know the answer**
 - Know your resources
 - Stay connected to the guest
- **Be on time:** Plan accordingly for shuttle transfers and walking time to your post
- **Be supportive of your peers**
- **Help teach museum etiquette**
 - Do not touch the sculptures
 - Do not climb the sculptures
 - Approach this as an educational opportunity, not from a place of policing our guests
- **If there is an emergency**
 - Call for Security, DO NOT CALL 911
 - Locate the nearest Security Team Member
 - Find Chris

If you have any allergies, medical needs, etc. please be sure to address this with Chris.

NEWFIELDS MEMBER BENEFITS

- Free general admission to the galleries and gardens
- Member prices on all Newfields programs
- Exclusive members-only viewing times for special exhibitions
- Early registration for programs (some of which fill up fast), like *Summer Nights*.
- 10% discount at Museum & Garden Shop
- Free subscriptions to Newfields magazine and e-newsletter
- Invitations to an assortment of Newfields Affiliate Member groups, so you can explore art and nature through planned social events and educational opportunities
- Knowing you're officially a part of Newfields, and your dues support art, nature, programming, activities, a variety of gardens, the ongoing success of one of the world's most celebrated encyclopedic art museums, and a vision for Newfields' future that will make the most of this combination of art and nature we are fortunate to curate in our community

Memberships are also fully tax deductible.

Which Member Level is Right for You?

Student \$35 or Free

You can join as a Student Member at the Welcome Desk for only \$35 with a valid student ID. If you're a student at any Marion County University (Butler University, Marian University, Christian Theological Seminary, University of Indianapolis, Martin University and IUPUI) you're eligible for a free Student Membership.

Solo \$55

Get all the membership benefits for one adult for less than \$5 a month. Enjoy feeling at home at this place for nature and the arts.

Duo \$75

Get all the membership benefits and free admission for two adults—you and yours, either a significant other or the friend you always take when you want to share an experience.

Family \$100

Get all the membership benefits for two adults and their children or grandchildren 17 and under—as well as the children's caregiver. Come spend time together, getting to know the variety of gardens and significant collections of artworks. Also, get early registration and discounts for Summer Camps.

Host \$150

Get all the membership benefits of a Family membership, plus two guests. Make Newfields the place you take out-of-town guests, or family friends. And, register early for Members Only Curator or Horticulturalist Talks.

Explorer \$250

Get all the membership benefits of a Host membership plus reciprocal benefits at over 1000 museums and gardens across America—with Newfields as a starting point, you can discover all sorts of other museums and cultural organizations.

Five Seasons Circle \$500

Explorer-level benefits, plus invitations to enjoy behind-the-scenes experiences at the popular Curator's Choice program and select Luminary Circle events. Also, enjoy complimentary ticket upgrades for performing arts programs.

ENTERTAINMENT SCHEDULE

Symphony Stage

Melissa Gallant

10:00 - 11:00am

Indianapolis Men's Chorus

11:00 - 11:30am

Circle City Sound

12:00 - 1:00pm

Indianapolis Women's Chorus

1:00 - 1:30pm

Indianapolis Children's Choir

1:30 - 2:00pm

Indianapolis Art Chorale

2:00 - 2:30pm

Classical Music Indy

2:30 - 3:00pm

Penrod Society Main Stage

Kim Kenny

10:00 - 11:00am

Sy Smith

11:20 - 12:20pm

Groove Smash

12:40 - 1:40pm

Nauti Yachty's

2:00 - 3:00pm

Pavel and Direct Contact

3:20 - 4:30 pm

WFYI Stage

Cathy Morris

10:00 - 11:00am

Gordon Bonham Band

11:15 - 12:15pm

Rob Dixon's Three Ring Circus

12:30 - 1:45pm

The Phelps Connection

2:00 - 3:00pm

The Tad Robinson Band

3:15 - 4:30pm

BKD Dance Stage

Crossroads Dance Indy

9:00 - 9:30am

Academy of Dance Arts Ensemble

9:30 - 10:15am

Indiana Ballet Conservatory

10:15 - 11:00am

Central Indiana Dance Ensemble

11:00 - 12:00pm

Dance Kaleidoscope

12:00 - 1:00pm

Indianapolis Ballet

1:00 - 2:00pm

Indy Dance Academy

2:00 - 3:00pm

Curtain Call Dance Center

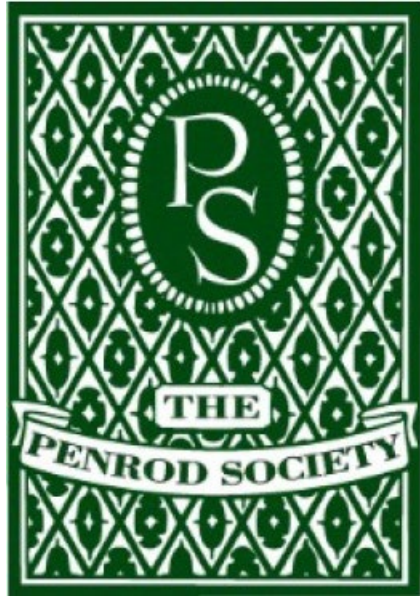
3:00 - 4:00pm

Ballet Theatre of Carmel Academy

4:00 - 5:00pm

**St. Patrick's Day Rogues (Bagpipers
roaming grounds in early morning)**

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A HISTORY OF SERVICE

In 1967 a group of twenty two men formed The Penrod Society®. The volunteer organization was designed to support the cultural and educational activities of Indianapolis-area artists, students, and arts organizations. “Penrod” pays homage to Penrod Schoefield, a literary character from Indianapolis novelist Booth Tarkington.

The Society is an Indianapolis-based, all-volunteer, not-for-profit 501(c)(3) organization, whose mission is to support arts, cultural, and educational activities and institutions in Indiana. The Society supports artists, students, arts organizations, and various other not-for-profit organizations whose missions and programming include arts, cultural, and educational activities. At its core, the Society is a fellowship of professionals who work together for the betterment of Indiana.

Over its history, the Penrod Arts Fair® has become an Indianapolis tradition. Each year, over 20,000 fair patrons visit the Newfields campus on the first Saturday after Labor Day. The Penrod Arts Fair® showcases hundreds of artists, and offers live music, performing arts and local cuisine. Proceeds from this one-day celebration provide grants for Indianapolis-area arts and community organizations.

In addition to launching the Penrod Arts Fair, The Penrod Society® was also instrumental in creating the Economic Club of Indianapolis and the Prelude Awards.

OUR MISSION TO SERVE

The Penrod Society is a volunteer organization, strongly rooted in Indiana.

Specifically, our mission focuses on the *cultivation, encouragement and development of public interest in and support of those arts, cultural and educational institutions located in and around Marion County, Indiana, its surrounding counties and the Indiana area in general.*

The Penrod Society has a proud history of serving our community.

Notes

Penrod 2019 Staff and Volunteer Schedule

Newfields Tent	8:00 - 11:00 am (3)	10:30 - 1:30 pm (3)	12:30 - 3:30 pm (2)	2:30 - 5:30 pm (2)
Manager	Dawn Knipe	Dawn Knipe	Chris Morehead	Chris Morehead
Runner	Josh Kitterman	Chris Morehead	Jen Tigay	Doretha Khamisi
Greeter	Martha Allen	Venetta Keefe	Lonna Chew	Mary Lisher
Greeter	Katelyn Herman	Erika Purlee		

42nd Street Gate	8:00 - 11:00 am (3)	10:30 - 1:30 pm (3)	1:00 - 4:00 pm (2)	2:30 - 5:30 pm (0)
Manager	Amy Treber	Dan Will	Dan Will	
Greeter	Bill Haworth	Neda Davallo	Bill Cherry	
Help fill out form and distribute temporary card	Phyllis Kriner	Olga Krayterman	Tami Roth	
Check out/ distribute tickets	Mary Hollenback	Vera Williams		

38th Street Gate	8:00 - 11:00 am (3)	10:30 - 1:30 pm (3)	1:00 - 4:00 pm (2)	2:30 - 5:30 pm (0)
Manager	Mollie Thomas	Grace Meils	Grace Meils	
Greeter	Lisa Clarke	Nancy McMahon	John Lisher	
Help fill out form and distribute temporary card	Bernie Cinkoske	Jim Johnson	Judy Donner	
Check out/ distribute tickets	Mich Hashimoto	Kristi Tucker		

Lilly House	9:00 - 11:00 am (0)	10:00 - 1:00 pm (4)	12:30 - 3:30 pm (3)	2:30 - 5:30 pm (3)
Manager		Josh Kitterman	Lynn Miller	
Greeter		Nancy Smith	Rita Cooper	Rebecca Anderson
Bag Check		Alyssa Snively	Emilie Patterson	Carolyn Meeker
Bag Check		Caroline Stark		

2019 Somerset CPAs and Advisors Penrod Arts Fair® Map

- FOOD BLUE - C (Greenhouse)**
- DA Blue Lagoon
 - La Chinita Poblana
 - Circle City Kombucha
 - Johnson BBQ Shack

- FOOD RED - C (Penrod Tent)**
- Bazbeaux Pizza
 - Uni-Kandy Creations
 - Hubbard & Cravens Coffee
 - Kenmara
 - Ruth's Chris Steak House
 - The Pita Pit
 - Arni's

- FOOD YELLOW - C (40th & Mich.)**
- Jazz Kitchen
 - Kona Ice/Hickey's Shaved Ice
 - Maui Wowi
 - Rooster's Kitchen
 - Punch Burger
 - SMB Concessions
 - Dal-Forno Pizza
 - Another Broken Egg & Capri

- Shuttle Services to the Following Locations:**
- Light of the World Church
 - State Fairgrounds



- ▲ Severe Weather Shelter
- ⊕ Safe Base
- 🌿 Retail Locations
- 🚻 Restrooms/Sinks
- 🏥 First Aid Station
- 💰 ATM
- 🍺 Monarch/Miller Coors/Heinekin/Yeungling Products
- 🍷 Delicato Wine Terrace
- 🍹 Makers Mark Experience
- 💧 Water/Pop Stations
- 🍰 Gigi's Cupcakes
- 🍲 Glodo's Original Kettle Korn
- 🎨 U-Indy Art & Design Experience
- 🎷 WFYI Jazz & Blues Tent
- 🎻 Symphony Stage
- 🕺 BKD Dance Stage
- 🎓 Ruth's Chris VIP & Alumni Tent
- 📍 Projects Area A
- 📍 Projects Area B
- 📍 Projects Area C
- 📍 Projects Area D
- 🎨 Stutz Artist Village

Thank you to our title sponsor **SOMERSET**