



## Guidebook Review Quiz for New Volunteers

An accurately completed quiz is important to be successful as a Montalvo volunteer. Review the volunteer guidebook then complete the quiz (1 form per person) and bring it with you to the new volunteer training session you choose. Answers will be reviewed at that time.

*Note: you do not need to print the guidebook; a paper-copy will be given at the training.*

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**If you have no email or computer, how do you plan to access the internet:**

Friend                  Library                  Montalvo office                  other \_\_\_\_\_

1. Often, volunteers are the only people Montalvo's guests meet. (p. 2)    T    F
2. Our organization is called 'Villa Montalvo.'" (p. 2, 4)    T    F
3. Senator Phelan built his country home, Villa Montalvo, in which year? \_\_\_\_\_ . (p. 4)
4. The griffin images at Montalvo represent the writings of \_\_\_\_\_ . (p. 4)
5. Name three of Montalvo's arts programs (p. 5-6) \_\_\_\_\_
6. Montalvo's Executive Director is \_\_\_\_\_ . (p. 7)
7. Background check may be required for certain volunteer positions. (p. 8)    T    F
8. Volunteers are asked to give 57 hours of service annually. (p. 8, 9)    T    F
9. Volunteers do not need to notify anyone if they cannot volunteer as scheduled (p. 9)    T    F
10. Free tickets are a regular benefit of volunteering. (p. 10)    T    F
11. The URL used to access the information & scheduling system is \_\_\_\_\_ (p. 11)
12. If I don't receive a reminder call, I do not need to show up (p. 12)    T    F
13. All volunteers should wear a \_\_\_\_\_ at public events. (p. 13)
14. I should check with my supervisor before taking a snack/meal break at events. (p. 15)    T    F
15. At no time shall volunteers drink alcoholic beverages while on duty. (p. 15)    T    F
16. If I want to sit and watch a show, I should \_\_\_\_\_ . (p. 16)
17. Parking for Carriage House events is usually in \_\_\_\_\_ . (p. 16)
18. Parking for Garden Theatre events is usually at \_\_\_\_\_ . (p. 16)
19. When I arrive to volunteer, I do not need to check in with anyone (p. 17)    T    F
20. If I cannot make my assignment, I should send someone to take my place (p.18)    T    F
21. The type of shoes recommended for volunteers are: \_\_\_\_\_ . (p. 19)

22. Blue jeans may be worn anytime. (p. 19) T F
23. Free docent-led tours of the historic villa are a benefit of membership. (p. 24-25) T F
24. Guest volunteers are welcome with gardening/grounds care projects. (p. 26) T F
25. Building #41 at the Lucas Artists Programs is a \_\_\_\_\_  
dedicated to Robert Kirkwood, former Chairman of Montalvo. (p. 30)
26. Project Space hosts are asked to attend a \_\_\_\_\_ for each exhibition. (p. 31)
27. When hosting the gallery, contact facilities staff when needed via \_\_\_\_\_ (p. 32)
28. Montalvo provides education programs only for school-age children. (p. 33) T F
29. At Literary & Public Programs, volunteers are asked to remain on duty through \_\_\_\_\_ (p. 34)
30. In the Garden Theatre, gates open for the public \_\_\_\_\_ prior to show time. (p. 35)
31. Restrooms in the Spanish Courtyard are not wheelchair accessible. (p. 37) T F
32. In the Carriage House, seating for guests begins \_\_\_\_\_ prior to show time. (p. 39)
33. In an evacuation, volunteer(s) stationed near the door(s) are automatically \_\_\_\_\_ (p. 40)
34. All theatre assignments require the ability to stand/walk for extended periods. (p. 41) T F
35. The most important duties for volunteers at theatre assignments are (p. 41): \_\_\_\_\_  
\_\_\_\_\_
36. Event Host volunteers may leave as soon as the music has ended. (p.41) T F
37. Scheduling priority may be given to volunteers who give time in non-PAS areas. (p. 44) T F
38. Do not \_\_\_\_\_ unless excused by your supervisor. (p. 45)
39. The House Manager will rotate volunteers about every \_\_\_\_\_ at the Carriage House. (p.46)
40. Volunteers are not allowed on stage or backstage during performances (p. 47-48) T F
41. If handed a stack of tickets, be sure to \_\_\_\_\_ and look for correct information. (p. 50)
42. Do not tear \_\_\_\_\_ along with concert tickets. (p. 51)
43. Do not tear off the left-side "chicken wing" on Ticketmaster tickets. (p. 52) T F
44. The cottages are located \_\_\_\_\_ (p. 53)
45. MSG stands for: \_\_\_\_\_ (p. 53)
46. The Oval Garden is where \_\_\_\_\_ are held. (p. 53)
47. BONUS: How many parking lots does Montalvo have? 0 1 2 3 4 5