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| **SDHR Forum HR Executive of the Year Event Volunteer Application** |

# Contact Information

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| Name: |  |
| **Street Address:** |  |
| City, ST, ZIP Code: |  |
| Phone Number: |  |
| E-Mail Address: |  |

# Volunteer Opportunities

### What areas are you interested in for volunteer assignments? Please note **all volunteer opportunities are for Day-Of Event on Thursday, October 13th, 2016.** *(time slots suggested are not final)*

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| Set-up & coordination of Pre-Event Break-Out Gold Sponsor Rooms  *3:00 p.m. – 6:00 p.m. PST* |
| Registration desk (guest check-in, nametag distribution, etc.)  *4:15 p.m. – 6:45 p.m. PST* |
| Banquet hall set-up / finalize details  *4:00 p.m. – 6:00 p.m. PST* |
| Program Brochure distribution prior to Dinner/Ceremony beginning  *5:30 p.m. – 6:45 p.m. PST* |
| Ushering guests from Pre-Event to their tables & guests arriving late  *6:00 p.m. – 7:00 p.m. PST* |
| Ceremony back-up help (during event)  *6:30 p.m. – 8:30 p.m. PST* |
| Set-up After Party VIP Room & help usher guests following the Ceremony  *8:00 p.m. – 8:45 p.m. PST* |

## Special Skills or Qualifications

### Summarize special skills and qualifications you have acquired from career & previous volunteer work:

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## Agreement and Signature

### I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

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| Name (printed) |  |
| Signature |  |
| Date |  |

### Please email the completed application to Aubrey Brandt at [abrandt@lockton.com](mailto:abrandt@lockton.com) by September 9th. Thank you for completing this application form and for your interest in volunteering with the San Diego HR Forum.