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

# Contact Information

|  |  |
| --- | --- |
| 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)*

|  |
| --- |
|  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:

|  |
| --- |
|  |

## 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.

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

### Please email the completed application to Aubrey Brandt at 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.