



## ~Volunteers Needed~

Greetings from Historic Downtown Plano,

The Historic Downtown Plano Association would like to announce the creation of Downtown @ Sundown. This event will be held EVERY Second Saturday beginning August 11th and running through November 10. This event will be held from 5-10 PM and will include the following activities:

- Extended Shopping Hours
- Art Walk
- Entertainment Stage
- The Marketplace
- Silent Auction
- Food

Volunteers are needed to help sign in vendors beginning at 2 PM and checking them out from 10-12 AM. Also needed are vendor support, surveying the crowd and helping out the HDPa at their booth and the silent auction.

For more info, contact Jon at 972-941-5260 or email [volunteer@visitdowntownplano.com](mailto:volunteer@visitdowntownplano.com)

**Downtown@Sundown  
General Volunteer Reply Form**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

T-shirt Size: \_\_\_\_\_

Please check if you are over 18 years of age

Organization/Club Affiliated with: \_\_\_\_\_

Check here if you would be willing to participate in a background check (We will notify you if we are required to do background checks)

Each volunteer is required to at least one 3 hour session and attend a MANDATORY training session (No longer than 5 minutes before their scheduled time).

You must check at least one (1) shifts, but we encourage you to check as many shifts as you are willing to work!

I am interested in the following shifts:

**Downtown@Sundown Dates are: August 11, September 8, October 13, Nov. 10**

**\*ALL POSITIONS AT DOWNTOWN PLANO, J PLACE PARKING LOT**

**Event Operations (Registration, HDPH Hospitality Booth, Checkout):**

	<i>2 pm -5pm</i>	<i>5 pm – 9 pm</i>	<i>9 pm – 11 pm</i>
<i>Aug. 11</i>			
<i>Sept. 8</i>			
<i>Oct 13</i>			
<i>Nov 10</i>			

**Field Operations (Crowd Surveys, Vendor Relations, Parking Lot services)**

\*Parking Lot services includes checking on trash, overall look of the lot, checking with sponsors on their needs

	<i>2 pm -5pm</i>	<i>5 pm – 9 pm</i>	<i>9 pm – 11 pm</i>
<i>Aug. 11</i>			
<i>Sept. 8</i>			
<i>Oct 13</i>			
<i>Nov 10</i>			

**YES! I would like to be considered as a Supervisor for the area(s) checked above. I understand I will need to attend an additional training session and be available for more than one of the event days.**

Are there any activities or duties you cannot perform? Please describe: \_\_\_\_\_

Positions based on first come first served basis. We will make our best efforts to schedule shifts/positions as requested. As positions are scheduled, you will be contacted via email with your assignment and any other important information.

*Please fax to 972.421-7396. Call Jon at 972.941.5260 or [volunteer@visitdowntownplano.com](mailto:volunteer@visitdowntownplano.com) with questions.*