



Tips & Guidelines for our Volunteers:

- 1.) **1 Parking Pass per shift will be provided for volunteers.** Carpooling is encouraged.  
(See Parking Instructions on how to obtain your parking pass and where to park.)
- 2.) **Be on time. Booth hours are 9:30 am – 7:00 pm daily.** If you have agreed to be somewhere at a designated time, show up on or before that time.
- 3.) **Return Parking Pass to the TDA Shuttle Driver. Once parked, hand your Parking Pass to the TDA Shuttle Driver and they will give you a Go Texan Pass to put in your windshield. This is very important.**
- 4.) **Volunteer with a good attitude.** You've committed yourself to something that you're passionate about, so put a smile on your face and show that you want to be there!
- 5.) **Dress appropriately.** Wear comfortable clothing/shoes and bring a sweater, jacket, or umbrella for our unpredictable Texas weather! (Clothing with destination branding or logos is encouraged.)
- 6.) **Follow the rules.** Periodically go over your responsibilities.
  - a. **Keep the booth tidy and well stocked with brochures at all times.**
  - b. **Remove all trash.**
  - c. **Do not leave valuables in the booth.**
  - d. **Do not leave the booth unstaffed.**
  - e. **Do not bring any additional literature or swag items.**
- 7.) **Do the best job you can.** While you may not be able to answer all the questions you may get about our GREAT STATE OF TEXAS you can at least direct visitors to a specific region they may be interested in. The Texas Heritage Travel Guide can also be a great resource with information about all 10 trails!
- 8.) **Encourage.** Help make booth visitors aware of our THC Promotion and encourage them to enter to win the prize package using the QR code on the poster. All leads will be shared with the organizations who volunteer to help you further promote your destination.
- 9.) **Communicate.** If you see something that the Booth Manager needs to know about or if literature stock is running low, let them know as soon as possible or feel free to find it in the back and restock it.
- 10.) **Be flexible.** We hope every day will be fun and smooth sailing, but it is always helpful to be willing to lend a helping hand.