



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 9:00 am – 6:00 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.) **Communicate.** If you see something that the Booth Manager needs to know about or if literature stock is running low, let him or her know as soon as possible.
- 9.) **Be flexible.** We hope every day will be fun and smooth sailing but in case it's not be willing to lend a helping hand.