

19TH ANNUAL BURN PREVENTION FOUNDATION CONCOURS D'ELEGANCE OF THE EASTERN U.S.

Sunday, June 1, 2008 – Volunteer sign up sheet

Northampton Community College, 3835 Green Pond Road, Bethlehem, PA

Name (PLEASE PRINT CLEARLY)

Address

Tel: Day

Evening

Email

Pre-show (Staging/preparation: Set up of venues, flag assembly, mailings, general organization for events, etc.)

___ As needed May – June 1st

___ Thursday, May 29th

___ Friday, May 30th

___ Saturday, May 31st

Road Tour – Saturday, May 31st

___ 08:00 a.m. – 12:00 Noon

Dinner Gala & Silent Auction Saturday, May 31st

___ Set-up 11:00 a.m. – 03:00 p.m.

Day of Event – Sunday, June 1st

Artist/Vendor Set-up

___ 06:00 a.m. – 09:30 a.m.

Please rank choices by preference: 1 = first
2 = second
3 = third

Show Operations - Car Marshal ([see back for description](#)), Escort, Traffic Control

___ 1st Shift - 06:00 a.m. – 11:30 a.m.

___ 2nd Shift - 11:30 a.m. – 05:00 p.m.

Ticket Sales / Parking

___ 09:00 a.m. – 12:00 a.m.

___ 12:00 a.m. – 03:00 p.m.

Information/Hospitality

___ 08:30 a.m. – 12:00 a.m.

___ 12:00 a.m. – 03:30 p.m.

Concours Store

___ 06:30 a.m. – 12:00 Noon

___ 12:00 Noon – 04:00 p.m.

Green Team (cleanout throughout the event and day after.)

___ 12:00 Noon – 04:00 p.m. Sunday

___ 04:00 p.m. – 06:00 p.m. Sunday

___ Monday, June 2nd - Morning

Please assign me where needed:

___ A.M. Hours

___ P.M. Hours

I will be attending:

___ Volunteer Luncheon - Free

___ VIP Luncheon \$ ___

(Enclose check payable to Burn Prevention Foundation)

Shirt Size: ___ Small ___ Medium ___ Large ___ X-Large ___ XX-Large

Please complete this form in its entirety and fax (610-969-3940), or mail to: Burn Prevention Foundation, 236 N 17th Street, Allentown, PA 18104

THANK YOU!

CAR MARSHAL VOLUNTEER - JOB DESCRIPTION

General:

Car Marshals are assigned to a specific group of 8 to 10 vehicles on the Show Field. Usually, two or three Car Marshals are assigned to work together....new volunteers are placed with experienced volunteers. Duties include: greeting, directing and assisting car owners park their vehicles in designated parking spots in their "car-circle"; placing identification signs in front of vehicles; communicating "parade-ready" times to car drivers; assisting and directing car drivers to get into the parade line-up; assisting car drivers get back into their designated parking spots upon return from the parade; and, at the end of the day, policing the car-circle area....that is removing and collecting sign stakes and in-ground car numbers.

Specifics

- Two shifts are available: (1) 6:00 am to 11:30 am; (2) 11:30 am to 5 pm.
- Car Circles are 200 to 400 yards from the registration room.
- 8-pound sledge hammers are used to drive car-signage stakes into the ground.
- Most time will be spent standing or walking around the Car Circles.
- Most of the Show Field is in the sun; relief is available under trees and canopies.
- Lunch is provided to all volunteers.

Miscellaneous

Although it would be helpful, it is not necessary for Car Marshals to be familiar with classic cars. However, it is very important that volunteers are courteous, friendly, and committed to assist car owners and the general public.