

# Big Barn Harley-Davidson Presents the 1<sup>st</sup> Annual Ride for the Cure

## Volunteer Form

October 4, 2008

The Ride for the Cure has many opportunities for volunteers on the day of the event and a few before hand. If you would like to volunteer, please complete the form below and indicate what area you would like to volunteer. When we have gathered all the information and figured out logistics for this event we will be in touch. Thank you in advance for Volunteering for the Cure!!

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Please choose which area (s) you would like to volunteer for.

\_\_\_\_\_ Walking Advertiser

\_\_\_\_\_ Registration

\_\_\_\_\_ Door Prize Recruiter

\_\_\_\_\_ Traffic Control/Parking

\_\_\_\_\_ Sponsor Recruiter

\_\_\_\_\_ T-shirt disbursement/sales

\_\_\_\_\_ Venue Set-up

\_\_\_\_\_ Lunch Set up

\_\_\_\_\_ Pit Stop Set-up

\_\_\_\_\_ Field Assistant

\_\_\_\_\_ Auction Set-up

Please mail this form to:

Big Barn Harley-Davidson

Attn: Liz Stewart

81 NW 49<sup>th</sup> Place

Des Moines, IA 50313



## Volunteer Terms

- **Walking Advertiser:** Attend area bike nights and various community events wearing the Ride for the Cure t-shirt and hand out flyers.
- **Door Prize Recruiter:** Reach out to local companies that would be willing to donate items as door prizes to be handed out at the Night Cap
- **Sponsor Recruiter:** Reach out to local and national businesses that are willing to be sponsors for this event.
- **Venue Set-up:** On the day of the event just ensure the Val Air Ballroom is set up per the pre determined specifications. (caterer is there, bar is stocked, band is ready, etc.)
- **Auction Set-up:** On the day of the event you will be responsible for organizing the set up of the auction items at the Val Air ballroom.
- **Pit Stop Set-up:** On the day of the event ensure that Route 65 HD is set up and ready for the riders in the afternoon. (all food and beverage is out and ready)
- **Registration:** Attend various events to assist with registration throughout the summer as well as the day of the event.
- **Traffic Control/Parking:** We will need people at each stop on the route to ensure everyone knows where to go and we have no traffic issues.
- **T-shirt disbursement/sales:** On the day of the vent distribute t-shirts to pre-registered riders and sell any additional shirts.
- **Lunch Set-up:** Ensure that all the boxed lunches are organized and beverages are set as well.
- **Field Assistance:** Help throughout the summer will be needed in responding to emails and phone calls to people inquiring about this event. Also will need help on the day of the event with organization.