



Volunteer Descriptions

The Downtown Showdown Car Show presented by The M.I.L.K. Project is taking place on July 8, 2017. The show has three primary goals:

- To raise funds and awareness for Tangipahoa Parish Public Schools;
- To highlight the Downtown Development District; and
- To create a source of pride and fun for Hammond's businesses and residents.

Below is brief description of the duties you will be required to perform. Your supervisor will be contacting you to go over your job description and expectations in greater detail prior to the event. We will need volunteers for various duties during the planning of the event and the day of the event. The skill level and duration of each duty varies.

Planning

- Deliver road closure and parking lot notices to surrounding businesses
- Collect door prizes and goody bag stuffers
- Stuff goody bags and assemble registration packets
- Post show on social media and community calendars

Day of Event

7:00 a.m. - 8:30 a.m. Set-up (about 12 volunteers)– move road barriers in place, sweep, set up table & chairs under the tents, move prizes & trophies to the stage area, hang banners, mark booth locations.
1 ½ Hour Shift

- 8:45 a.m. - 2:45 p.m. Registration (6 adult volunteers) – register or check- in vehicles, collect payment, explain registration packet and parking.
2 Hour Shifts
8:45 a.m. - 10:45 a.m.
10:45 a.m. - 12:45 p.m.
12:45 p.m. - 2:45 p.m.
- 8:30 a.m. - 11:30 a.m. Direct traffic (about 8-10 volunteers) –help car show committee organize booths, participants and vendors.
3 Hour Shift
- 10:00 a.m. - 6:00 p.m. Set-up and man the Bounce House (8 volunteers, 2 Per Shift).
2 Hour Shifts
10:00 a.m. - 12:00 p.m.
12:00 p.m. - 2:00 p.m.
2:00 p.m. - 4:00 p.m.
4:00 p.m. - 6:00 p.m.
- 9:00 a.m. - 5:00 p.m. Information & Door prizes (8 volunteers, 2 Per Shift) –stay at information table to answer questions and draw door prize winners. Award door prizes when claimed by participants.
2 Hour Shifts
9:00 a.m. - 11:00 a.m.
11:00 a.m. - 1:00 p.m.
1:00 p.m. - 3:00 p.m.
3:00 p.m. - 5:00 p.m.
- 3:30 p.m. - 5:30 p.m. Ballot counting (about 6 volunteers) –help count the voting ballots for the People’s Choice voting.
2 Hour Shift
- 6:00 p.m. - 8:00 p.m. Break-down (about 12 volunteers) –move road barriers to sidewalk, clean up and pack up tables, chairs and tents.
2 Hour Shift

All volunteers will receive an official t-shirt, food, drinks, and souvenirs for their participation.