



Henrico County Open

April 21-27, 2008

Volunteer Form

Please return by March 1, 2008 for first choice of positions!
(We will be accepting applications throughout Tournament Week)



Name: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cellular Phone: _____ Email: _____

Please circle your shirt size below (cannot be guaranteed if application is returned after March 1, 2008)

Men's: Small Medium Large XLarge XXLarge
 Women's: Small Medium Large XLarge XXLarge
 Youth Sizes: Small Medium

Are you interested in housing a Pro? _____

PLEASE CHECK WHICH DAYS AND SHIFTS YOU CAN VOLUNTEER

NOTE: A.M. Shift is from approximately 7:00 A.M. until approximately 1:00 P.M.
 P.M. Shift is from approximately 12:00 P.M. until approximately 6:00 P.M.

NOTE: PLEASE SEE REVERSE PAGE FOR POSITION DESCRIPTIONS & DATES.
 If you are volunteering for the week prior to Tournament Week, please note Position and Dates in the "Other" Section below.

	Sat 4/19	Sun 4/20	Mon 4/21	Tues 4/22	Wed 4/23	Thurs 4/24	Fri 4/25	Sat 4/26	Sun 4/27	Other (as needed)
A.M. Shift										
P.M. Shift										

LIST TOP 3 VOLUNTEER POSITIONS YOU ARE INTERESTED IN:

1. _____ 2. _____ 3. _____

UNIFORM FEE: *Adult: \$25.00 fee *Youth (ages 14-17): \$10.00 fee
 includes official Tournament golf shirt, hat, meals while volunteering, an invitation to Tournament Week- Thank You Party on Monday, April 21, 2008 and an invitation to Volunteer Golf Day-date still to be determined (must work 2+ shifts for Volunteer Golf Day invite)

Mail Form & Check for Uniform Fee to:

Henrico County Open
 P.O. Box 29716 Richmond, VA 23242
 If you have questions, please call:
 Kris Goodwin, Tournament Coordinator

Phone: (804) 539-7385

For Official Use Only:	
Date Received	_____
Paid	_____
Batch #	_____
Reply Sent	_____

VOLUNTEER JOB DESCRIPTIONS

Positions that require golf knowledge:

Caddies (April 21st – April 27th) will carry the Pro's golf bags for 18 holes each day.

The Golf Channel (April 24th- April 27th) volunteers will either walk with Pro's and relay scores/ information to production truck or be a microphone operator (all necessary training provided.)

Marshal (April 24th - April 27th) volunteers will control crowd at tees, greens, fairways, driving range and other designated areas.

Standard Bearer (April 26th – April 27th) volunteers will walk 18 holes carrying a sign containing current names and scores.

Scoring Central (April 24th –April 27th) volunteers will transmit received scores to leaderboards via computer (all necessary training provided).

Scoring Tent (April 24th – April 27th) volunteers will assist the Scoring Tent by either reviewing Pro's scorecards or running scorecards to the PGA TOUR Truck (after making copies).

Walking Scorer (April 24th – April 27th) volunteers will walk 18 holes with a group of Pros and keep score on ShotLink (all necessary training provided).

Additional Positions:

Administration/Player Registration /Ticket Sales (April 21st – April 27th) volunteers will assist in Tournament Office and Information Desk, register players and handle ticket sales and ticket taking.

Floater (April 21st – April 27th) volunteers will report to the Volunteer Coordinator and Tournament Director, helping out wherever necessary.

Parking and/or Transportation (April 21st – April 27th) volunteers will man parking locations, drive shuttle vans, transport players, spectators and volunteers, as well as set up and remove road signage.

Player Housing volunteers are those who are interested in housing a Pro during the Tournament (anyone who lives near The Dominion Club may indicate their desire to do so on Volunteer Application).

Pro Am Registration (April 23rd) volunteers will assist with coordination and organization of Pro-Am Packages to Sponsors, prepare Pro Am Gift Packages prior to Tournament, register Pro Am Participants on Wednesday, and assist with any needs on Pro Am day(s).

Security (April 21st – April 27th) volunteers will check credentials for access to various venues, clubhouse, locker room, hospitality areas, etc.

Tournament Operations (April 13th – April 27th) volunteers will be responsible for set up and breakdown of the course, including, but not limited to, placement of netting around trailers, hanging of banners, putting up signs and other various responsibilities (week prior to and during tournament).

Volunteer Apparel (April 19th, April 21st) volunteers will package and distribute volunteer uniforms.

Volunteer Hospitality (April 21st – April 27th) volunteers will set-up and maintain Volunteer Hospitality in Volunteer Tent and on-course distribution of volunteer meals, drinks and snacks.