

**Torii Hunter Celebrity Golf Classic
2009 VOLUNTEER APPLICATION**

A \$25 non-refundable application is required at the time of the interview.

Name _____

Are you 21 years of age or older? Yes No (Volunteers must be 21 years of age.)

Home Phone () _____ Work Phone () _____

Cell Phone () _____ Phone Preference: Cell Home Work

Address _____

City _____ State _____ Zip Code _____

E-Mail: _____

Best Time to Contact you: _____ Best Way to Contact you: _____

Please select your day/event preference below.

Tuesday evening event Wednesday Golf Tournament Both days

VOLUNTEER POSITION PREFERRED

Volunteers must be willing to work an alternate position. If your preference is not available, are you willing to work alternate positions? Yes No

1st Choice _____

2nd Choice _____

3rd Choice _____

4th Choice _____

Do you have any health conditions that preclude you from walking long distances or standing for long periods of time? Yes No

Would you like to work with another volunteer? If so please enter the name below. (Assignments together can not be guaranteed but an effort will be made to accommodate the request.)

BACKGROUND INFO

Have you volunteered for other celebrity tournaments in the past? Yes No

If so, please list the tournament, year and your volunteer activity: _____

VOLUNTEER ORIENTATION/TRAINING MEETINGS

Volunteers must be willing to attend a minimum of two training meetings. Depending on the position additional training may be required. These meetings will be approximately 2 hours in length. Are you willing to attend these meetings? Yes No

Signature _____ Date: _____

Please FAX this one-page application to 480-782-5636.

You will receive a phone call the first two weeks of September to schedule a personal interview with event organizers. For the interview you will be asked to bring the original application along with the \$25 non-refundable application fee.

VOLUNTEER GENERAL INFORMATION

The following opportunities are available for individuals interested in volunteering. All volunteers must be 21 years of age, complete an application, pay the **\$25 non-refundable application** fee and participate in an interview process. Following is a short description of the process.

1. Review the volunteer positions. Fill out the one page volunteer application.
2. On the application, you will be given an opportunity to identify those volunteer positions that are of the most interest. Please keep in mind that it is not always possible to give you the position indicated, but every effort will be made to match volunteers with positions of interest.
3. FAX the one page application to 480-782-5646.
4. You will be called the first two weeks in September to schedule a personal interview with the event organizers.
5. For the interview, please bring the original application and your \$25 non-refundable application fee (cash preferred but a check written out to The Heart of a Champion Foundation will be accepted. No credit card payments accepted.)
6. Training is required. You must attend all the training sessions to be a volunteer for either Tuesday evening or Wednesday. Detailed information will be provided to you when you receive your assignment.

Volunteers will receive notification of their assignment by the third week in October, unless the application is received after October 1st. All volunteers will be required to sign a written release and attend specified training sessions prior to the tournament.

Volunteer Uniforms

A 2009 tournament uniform is required for all volunteers, whether working on Tuesday evening or for the golf tournament on Wednesday. The official uniform for Tuesday evening will be black slacks, skirt or dress with a white shirt. This attire must be provided by the volunteer.

For the golf tournament, volunteers are required to the tournament golf shirt and khaki long shorts, khaki slacks, capri pants or khaki skirts with the golf shirt. Absolutely no denim (jeans) or short-shorts allowed. A golf shirt will be provided to volunteers prior to the tournament.

Meals

Volunteers will not be provided with meals during the Tuesday evening and/or Wednesday tournament. Water and select beverages will be provided.

VOLUNTEERS WILL NOT SEEK AUTOGRAPHS FROM OR PHOTOS WITH THE CELEBRITIES DURING THE TOURNAMENT. VIOLATION OF THIS RULE WILL RESULT IN REMOVAL FROM THE POSITION.

Volunteer Opportunities

Prior to Tournament **Goodie Bag Assembly**

Tuesday, November 10, 2009

Pre-Tournament Dinner/Entertainment

Celebrity/Table Host

Duties: Act as focal point for a "table" and/or celebrity during the Tuesday evening dinner and entertainment.

Volunteer Services

Duties: Check in volunteers. Review stations/assignments. Check in with volunteers throughout the evening to identify if anything is needed.

Facilitate/Coordinate Celebrity Transportation from hotel to the dinner - lead

Duties: Working with tournament organizers to coordinate departures from hotel to facilitate red carpet walk at the dinner. Communicate with dinner location coordinator as to the departure of celebs, etc.

Dinner/Entertainment Set Up

Duties: Set up step and repeat. Lay red carpet. Set up poster boards. Assist with dinner set up – numbers on tables, decoration, list coordination, etc. Assist as needed.

Red Carpet Coordination

Duties: KNOW who the celebs are. Communicate with hotel volunteers on departure to know who is coming and estimated timeframe. Communicate with media on who is coming/timeframe. Welcome celebs. Assist with having celebs stop in front of step and repeat for photos.

Dinner Check-In/Registration

Duties: Check in guests. Welcome them to the event. Direct them to the table escort.

Escort to Table

Duties: After check-in escort celebs and ticket holders to table and welcome to event. Give quick overview of what will be happening.

General Assistance

Duties: Assist tournament organizers by running errands and performing misc. duties as needed during the evening.

VIP - Late Evening Section Host

Duties: Be available to greet and assist celebrities/guests and event organizers after the dinner/entertainment in the VIP nightclub section. Late evening required.

Wednesday, November 11, 2009

Golf Tournament

Set-Up & Operations

Duties: Assist with set up of tables, placement of signs, transporting vendors to appropriate holes, running errands for tournament organizers, etc. Assist tournament organizers with duties as needed during the tournament.

Volunteer Services

Duties: Uniform distribution prior to the tournament; Meet/greet and direct volunteers to check-in areas; set-up tables, chairs and decorate the volunteer tent. Provide services for volunteers including stocking water & snacks

Volunteer Cart Shuttles

Duties: Volunteers will operate on-course shuttles to transport other volunteers out to their respective holes/assignments. Check in with volunteers at their respective stations to ensure they have water, etc. Provide bathroom breaks, as needed for volunteers at holes.

On-Course Cart Drivers for Photographers

Duties: Drive photographers from hole to hole so they can take pictures.

Greeters / Information

Duties: Responsible for "troubleshooting" in the registration area and providing guests information regarding: tournament pairings, restroom locations, lunch, contest locations, and golf course instructions provided by the course.

Bag Handling

Duties: Volunteers will assist in transporting celebrity clubs from the hotel to the tournament course. Volunteers will greet guests in parking lot and assist on course in getting the guest's clubs to their cart. Volunteers will assist guests in getting clubs from carts to storage and then to cars/shuttles after the tournament.

Caddies

Duties: Caddies are assigned to a specific amateur or professional golfer to drive celebrity on the course and let them know specifics about the course.

Player/Celebrity Registration Check-In

Duties: Check in golfers. Welcome to tournament. Direct them to where they need to be. Distribute materials.

Mulligan Table/Contest Table

Duties: Explain the concept of the mulligan ticket for those who do not know. Sell tickets. Collect monies. Be able to run credit card information, if needed.

Goodie Bag/Shirt Distribution

Duties: Distribute Goodie Bags/Shirts and Misc. items to golfers after they register.

Driving Range

Duties: Assist in transporting players from the clubhouse to the driving range. Assist in answering questions, distributing golf balls, etc. for players while at the driving range.

Registration Clean Up

Duties: Assist with gathering up left over materials, cleaning up registration materials, doing final details related to cleaning up the registration area.

Contests

Duties: Volunteers will be stationed on contest holes (pre- and during tournament) to give detailed instructions and answer any questions about the contest. Assist with verifying contests on holes, charting information and ensuring it returns to the scorer at the clubhouse. Volunteer must keep score of each player and determine the winner at the end of the contests.

On Course Services

Duties: Drive cart and deliver water to golfers on the course in between the course refreshment cart. One volunteer will drive the golf cart and the other will get out of the cart and walk bottles of water to golfers – offering it to them. Assist in distributing items as needed to players on the course.

Security

Duties: Volunteers can be assigned to different areas. The primary responsibility is securing the golf course grounds and parking.

Television

Duties: Assist television crews on site with the coverage of the event - Carrying cameras and television equipment, shuttling camera operators, walking with particular groups and other duties and insuring proper television coverage of the event. Must be able to lift 25 pounds.

Awards Ceremony Set-Up

Duties: Assist tournament organizers in setting up the awards area, moving banners, displaying prizes and awards, compiling information, and getting ready for awards mix and mingle.

Scorecard Runners

Duties: Meet each cart. Pick up scorecards from golfers as they arrive back to the clubhouse. Direct golfers to the awards area.

Awards Miscellaneous

Duties: Assist tournament organizers with a variety of duties including developing awards lists, running errands associated with the mix/mingle, filling in where needed.

Mix/Mingle and Tournament Clean

Duties: Assist with collecting any materials that are left, collecting banners, loading materials, etc.