

# PARROT FESTIVAL VOLUNTEER INSTRUCTIONS



(Rev.: Dec. 2018)

Thank you for volunteering at Parrot Festival!!!

We are excited to once again be hosting Parrot Festival at the Houston Doubletree Hotel at Intercontinental Airport Houston. Doing so successfully every year is not possible without the generous gifts of time and ability that you so kindly provide us. Seeking the most efficient use of our volunteers and to best help you know where you can be of service, we have put together the following procedures to keep in mind as you help us produce the conference this year.

**For 2018, NPRPF is offering the following incentives for volunteering:**

- **10 Hours of service - Comped Registration to the Conference.**
- **15 Hours of Service - Shared room with one other person (Double Occupancy) in addition to previous.**
- **20 Hours of Service - T-shirt in addition to previous**
- **25 Hours of Service - Banquet in addition to previous.**

## WEDNESDAY, January 24th **LOADING AND UNLOADING THE TRUCK**

1. If you are helping us LOAD the truck, please meet us at the storage facility by **6:00 PM** at [Life Storage, 6603 Atascocita Rd., Humble, TX.](#)
  - a. The Gate Code is : **\*2469#**
  - b. The storage room is **C58**.
  - c. **James Martin** is the crew captain for loading the truck.
  - d. Please make sure that you sign in with **Danny Sigmon** (713-553-5631) when you arrive so that we have a record of your service.
  - e. There are both heavy and light items that will be brought on board so strength levels of all types can help.
  - f. If have and can easily transport a dolly, please bring it with you. This will be very helpful. (The storage facility does have some dollies but having our own guarantees the work is faster and easier.
2. Once loaded, the truck will travel to the [Doubletree Intercontinental, 15747 JFK Blvd., Houston, TX 77032](#). If you are going to help us unload, you can proceed there as well, preferably before the truck, so we are in place to unload when it arrives.
3. The truck will arrive at the FRONT ENTRANCE of the Doubletree.
  - a. We will be taking all items to the ESCOBAR SUITE which is the glass room on the right side of the hallway on the right as you enter the main doors.
  - b. Please be ready to unload between 7:30 and 8:00 PM. Unloading will probably take around an hour.

## THURSDAY, January 25th CONFERENCE SET UP

1. When you arrive at the hotel, please stop by the registration desk and sign in so that our volunteer coordinator can be notified that you have arrived.
  - a. If you arrive early on Thursday, registration may or may not be open yet. A station for you to sign in will be made available as soon as possible.
2. **If you arrive before 5:00 PM please call Danny Sigmon at 713-553-5631 if a visible sign in station is not present.**
3. The festival supplies will be in the ESCOBAR SUITE which is in the hall between the registration desk and the rooms.
4. **Karen Davis** will be helping to direct the load in of the conference center at the hotel.
5. Once the truck is unloaded, proceed to your assigned setup station and begin setting up.
6. Once your station is set up, if you are available please help with decoration set up.
7. **Jack Pine** will be directing decorations.
8. If you prefer, rather than decorating, at around [7:00 PM](#) bag stuffing will begin in the lecture hall. **Noreen Arleth** will be head that activity.
9. After you are done with helping out, the registration desk should be open so that you can go ahead and check in early for the convention and have that out of the way.

## If you are arriving [Friday morning](#) or later:

1. Check in for the conference at the registration desk and make sure that you also sign in to the volunteer sign up station at registration.
2. Make sure that we have your mobile number so that we can send you text updates for your volunteering duties.

## General items for all volunteers during the conference:

1. Please make sure that you are at your assigned volunteer station by 5 minutes early so that you have time to make a transition with your counterpart and exchange information.
2. Please don't leave your station without a relief volunteer.
3. If you need relief you can request it from the volunteer coordinator or from the convention ambassador who will be walking the halls and monitoring things.
4. ***If you are local or driving, it would be very helpful to bring a flatbed dolly to share with vendors and the conference. (Make sure your name is clearly marked so that we make sure it stays with you after the conference.)***

## If you are volunteering for take down [on Sunday Afternoon](#):

1. Take down will begin [between 2:30 and 3:00 PM on Sunday afternoon](#).
2. Please assist with teardown and packing at the station for which you have been volunteering or any other one if you have not been volunteering at that time.
3. Once the stations are torn down and packed, start placing them at the back door for loading into the truck which will arrive around [3:00](#) or [3:30 pm](#).
4. If you are available to help load the the truck, that would be most welcome
5. Once the truck is loaded, you would be welcome to help any other vendors who are trying to pack up.