



# Volunteer Sign-Up Form for the 12th Annual Heritage Homes Tour

Old Enfield/Woodlawn Neighborhood

Saturday, May 8, 2004

10 a.m. – 6 p.m.

HERITAGE  
SOCIETY OF  
AUSTIN

## Volunteer Descriptions

**Docents** work 2-4 hour shifts with the house chair the day of the tour. They are given a history script as written by the HSA education and research committee. They tell the tour-goers about the history, lead them from room to room and are available for answering questions. Docents are strongly encouraged to attend a special informational meeting to be scheduled sometime before the end of April. It will take place at the home they will be working at. They will be given a tour of the home, receive the house history, their tour tickets, and be assigned a working location within the house for the day of the tour. Please check one or two shift times below.

The **ticket sellers** sell tickets to tour-goers at the HSA tour headquarters tent (this year on the grounds of the Pease Mansion, at 6 Niles Road). Some ticket sellers take will-call or presale tickets. Other ticket sellers staff tables for day-of-tour sales. This has a time requirement the day of the tour for 2 hours. Please check one shift time below.

The **ticket takers** organize the visitors outside of each home into small groups before they are allowed entry into the home. They punch holes in the tour-goers' tickets and are available to answer questions about the tour. This has a time requirement the day of the tour for 2 hours. Please check one shift time below.

**Tea Party volunteers** will assist with the Garden Tea Party held in conjunction with Tours. There will be two seatings of guests for the Tea. All Tea Party volunteers will assist with a set-up, then will help with greeting guests, serving refreshments, clearing tables, or washing dishes. This has a time requirement of 3 hours the day of the Tour. Please indicate below your preferred shift and position below.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

<b>HOMES TOUR</b> Preferred time shift(s). Please check at least one: <input type="checkbox"/> 10 a.m. <input type="checkbox"/> 2 p.m. <input type="checkbox"/> Any time <input type="checkbox"/> 12 p.m. <input type="checkbox"/> 4 p.m.	<b>Preferred volunteer position (please check one):</b> <input type="checkbox"/> Docent <input type="checkbox"/> Ticket Seller <input type="checkbox"/> Ticket Taker
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<b>HOMES TOUR TEA PARTY</b> Preferred time shift(s) <input type="checkbox"/> 12:00-3:00 <input type="checkbox"/> 2:30-5:30	<b>Preferred volunteer position (please check one):</b> <input type="checkbox"/> Check-in/Ticket Sales <input type="checkbox"/> Clearing Tables <input type="checkbox"/> Server <input type="checkbox"/> Kitchen Duty
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*Thank you for volunteering!*

Please fax to 476-8687. Or, mail it to: HSA, HHT Volunteer Chair, P.O. Box 2113, Austin, TX 78768