



823 1/2 East Long Street  
Suite 200  
Columbus, Ohio 43203  
Phone 614- 251 - 6038  
www.lsba.biz

Adam Porter  
Board Chairman

Annie J. Ross-Womack  
Chief Executive Officer

Greetings Volunteer:

Thank you for your interest in "**The Long Street Tour,**" a community-cycling event. The date has been set for Saturday, September 4, 2010. We are looking forward to having your participation in the event.

We have several opportunities for your volunteer services:

- Event Set-up / Break Down
- Cyclist Registration
- Vendor Registration
- Bike Check In
- Rest Stop Area
- Route Marshal
- Hospitality Tent Host / Hostess

Enclosed you will find a volunteer agreement. Please read it carefully. If you should have questions, please feel free to call me at (614) 251-6038 or download tour information at [www.longstreettour.com](http://www.longstreettour.com).

Should you know of other people like yourself who would also like to be involved, please feel free to pass along this information. We look forward to having you participate in "**The Long Street Tour.**"

Sincerely

*Annie J. Womack*

Annie J. Ross-Womack, CEO  
Long Street Businessmen's Association

*LSBA, established 22 years ago  
to improve the quality of life in  
the Historic Long Street District  
by providing resources to  
residents and business owners  
to build a "model" community.*

## **The Long Street Tour Volunteer Agreement Form**

- The entire event is scheduled between 6:00 am and 4:00 pm.
- Volunteer time varies depending on which task you choose, but please try to commit to at least 2 hours on the day of the event.
- Volunteers are asked to attend a 1-hour volunteer training prior to the event to familiarize each person with the area, task, and event information.
- Volunteers will receive an official Long Street Tour T-Shirt, a wristband, and a free pass to the Hospitality Tent for refreshments during the event.
- We ask that each volunteer demonstrate a professional demeanor during the event. Please keep in mind that this is a family oriented event.

**We feel that these regulations are important and necessary to insure a safe and successful event. Please keep a copy of this list and refer to it before the event. By signing this form, you are in agreement with the statements and guidelines.**

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Printed Name

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Company, Organization or Group

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Signature

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Date

## The Long Street Tour Volunteering Form

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Company, Organization, or Group \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

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

Where would you like to volunteer?

- \_\_\_ 6-8 am Event Setup
  - \_\_\_ 6-8 am Cyclist Registration
  - \_\_\_ 6-8 am Vendor Registration
  - \_\_\_ 6-8 am Staging Area Cleanup
  - \_\_\_ 6-8 am Driver
- 

- \_\_\_ 10-Noon Event Set-up
  - \_\_\_ 10- Noon Vendor Registration
  - \_\_\_ 10-Noon Staging Area Cleanup
  - \_\_\_ 10-Noon Driver
  - \_\_\_ 10-Noon Rest Stop Area
  - \_\_\_ 10-Noon Route Marshal
  - \_\_\_ 10-Noon Hospitality Area
  - \_\_\_ 10-Noon Bike Corral Setup
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- \_\_\_ 2-4 pm Event Break Down
- \_\_\_ 2-4 pm Staging Area Cleanup
- \_\_\_ 2-4 pm Driver
- \_\_\_ 2-4 pm Hospitality Area
- \_\_\_ 2-4 pm Bike Corral

- \_\_\_ 8-10 am Event Setup
  - \_\_\_ 8-10 am Cyclist Registration
  - \_\_\_ 8-10 am Vendor Registration
  - \_\_\_ 8-10 am Staging Area Cleanup
  - \_\_\_ 8-10 am Driver
  - \_\_\_ 8-10 am Rest Stop Area
  - \_\_\_ 8-10 am Route Marshal
  - \_\_\_ 8-10 am Hospitality Area
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- \_\_\_ Noon-2 pm Event Setup
- \_\_\_ Noon-2 pm Staging Area Cleanup
- \_\_\_ Noon-2 pm Driver
- \_\_\_ Noon-2 pm Rest Stop Area
- \_\_\_ Noon-2 pm Hospitality Area
- \_\_\_ Noon-2 pm Bike Corral