



Event Volunteer Opportunity Description and Details

For pre-event opportunities, please check the opportunity description for the location of the activity.

The Birthday Bash will take place at MacGregor Park, which is located at 5225 Calhoun Rd, Houston, TX 77021. For day of event activities, all volunteers are required to check in with the Volunteer Coordinator at the Registration Tent to confirm their assignment and receive training. All volunteers are expected to show up timely at their designated shift start time, as the first 30 minutes of the shift include training time.

We are providing refreshments throughout the day at the hospitality tent. We will have various spots around the venue to grab water, as well as volunteers will be coming around with water. Each shift will have enough volunteers for you to support each other in the event that you need to take a break for water or the restroom. No volunteer should leave an activity without ensuring that another volunteer or staff member is present to take over.

Link to volunteer sign up: volunteer.agapedevelopment.org

Please send any questions to: amandag@agapedevelopment.org

PRE-EVENT OPPORTUNITIES

Preparation of Event Bags

Volunteers are needed to prepare registration packets that will be distributed to sponsors, vendors, and pre-registered guests attending the 20th Birthday Bash event. This volunteer opportunity will ensure a smooth and organized check-in experience for our attendees. Volunteers will insert materials into event bags according to a checklist and input the following items: wristbands, t-shirts, parking passes, map/info sheet, and other promotional materials. The volunteers will also organize packets in alphabetical order by last name and ensure all information is correct. Agape Development (6504 Calhoun Rd, Houston, TX 77021)

Monday, September 22nd (10:00 AM - 1:00 PM)

Monday, September 22nd (1:00 PM - 4:00 PM)

Thursday, October 9th (9:30 AM - 12:30 PM)

Thursday, October 9th (12:30 PM - 3:00 PM)

Monday, October 27th (10:00 AM - 12:30 PM)

Monday, October 27th (12:30 PM - 3:00 PM)

Recommendations: This volunteer opportunity is recommended for volunteers who are detail-oriented and enjoy systematic organization and team-based projects.



Registration Packet & Event Bag Pickup

Volunteers are needed to assist with distributing pre-assembled registration packets to sponsors, vendors, and pre-registered guests attending the 20th Birthday Bash. Volunteers will be stationed at a check-in table and will cross-reference guests' names with a master check-in list, locate and hand out the registration packets (bags), and answer any basic event-related questions (cheat sheets will be provided). Agape Development (6504 Calhoun Rd, Houston, TX 77021)

Thursday, September 25th (5:00 PM - 8:00 PM)
Saturday, October 11th (9:00 AM - 11:30 AM)
Saturday, October 11th (11:30 AM - 2:00 PM)
Saturday, October 11th (2:00 PM - 5:00 PM)
Tuesday, October 28th (12:00 PM - 2:30 PM)
Tuesday, October 28th (2:30 PM - 4:30 PM)
Tuesday, October 28th (4:30 PM - 7:00 PM)

Recommendations: This volunteer opportunity is recommended for volunteers who enjoy interacting with guests and can stay organized in a busy environment.

Basketball Tournament - October 11th

In celebration of our 20th Anniversary, we are hosting a community basketball tournament where neighbors, volunteers, and supporters can compete in a bracket-style 3 on 3 series. This fun and friendly competition will take place before the main Birthday Bash event, with the semifinal and final games played during the Birthday Bash event. Volunteers are needed to help set up, check-in teams, timekeep, scorekeep, distribute water/food, and clean up. The basketball tournament will take place at Restoration Community Church (6320 New York St, Houston, TX 77021).

Set-Up Crew

Volunteers are needed to transport tables, chairs, water coolers, and equipment from Agape Development to the tournament site at Restoration Community Church (6320 New York St., Houston, TX 77021). Volunteers will assist with unloading, setting up tables and chairs, and filling water coolers in preparation for the basketball tournament.

Recommendations: Volunteers with pick-up trucks to help transport items are preferred. It is recommended to bring sunglasses, sunscreen, and any other items that offer protection from the sun. Please wear comfortable shoes and clothing suitable for physical activity.

Team Check-In

Volunteers are needed to welcome the basketball players, verify registration details, and provide schedules of the court assignments. Volunteers will be stationed at the registration table and will be the first point of contact for teams as they arrive. Volunteers will be handing out uniforms and basketball bibs.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. This opportunity will include time seated at the registration table outdoors, so comfortable clothing is recommended.



Timekeeper

Volunteers are needed to keep track of time during each basketball game. **Volunteers must have prior experience and know how to accurately operate a game clock/stopwatch.**

During each game, they will be responsible for starting and stopping the clock based on the referee's signals, monitoring game duration, and ensuring timely transitions between games. There will be a time for a break during lunch.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. If you have a preferred stopwatch or timing device, please bring it with you.

Hospitality

Volunteers are needed to restock coolers with water and sports drinks, distribute boxed lunches at the serving table, and continually refill supplies throughout the event to ensure players and attendees stay hydrated and nourished.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun.

Scorekeeper

Volunteers are needed to keep an accurate record of the basketball game scores throughout the event. **The scorekeeper must have prior experience with scorekeeping and be comfortable updating the scoreboard as needed.** They will work closely with the referees and timekeeper to ensure the game runs smoothly. There will be a time for a break during lunch.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Please bring any tools (such as a notebook, pen, or calculator) you prefer to help track scores.

Breakdown and Clean-Up Crew

Volunteers are needed to assist with post-event clean-up. This includes transporting tables, chairs, water coolers, and all supplies from Restoration Community Church (6320 New York St., Houston, TX 77021) back to Agape Development. Volunteers will help break down tables and chairs, remove trash, collect leftover supplies, and ensure all items are returned and organized.

Recommendations: Volunteers with pick-up trucks to help transport items are preferred. It is recommended to bring sunglasses, sunscreen, and any other items that offer protection from the sun. Please wear comfortable shoes and clothing suitable for physical activity.

Birthday Bash Day Before Set-Up - Oct. 31st

Volunteers are needed to help with set-up before the event day. This includes transporting items from Agape Development to MacGregor Park (5225 Calhoun Rd, Houston, TX 77021). This will include, but is not limited to, setting up two event banners and parking signs, transporting supplies if needed, and picking up trash around the event area.

Recommendations: Volunteers with pick-up trucks to help transport items are preferred. It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun during outdoor setup. Volunteers will be walking and possibly lifting items (no more than 40lbs).



DAY OF EVENT OPPORTUNITIES

20th Birthday Bash - Saturday, November 1st

MacGregor Park (5225 Calhoun Rd, Houston, TX 77021)

Set-Up Crew

Volunteers are needed to help move the remaining supplies and assist with the final set-up for our 20th Birthday Bash celebration. This includes unloading vehicles, setting up tables and chairs, filling water coolers, assisting with the setup of program, sponsor, and exhibitor tents, and ensuring everything is ready before the event begins. (6504 Calhoun Rd. & 5225 Calhoun Rd. 77021)

Recommendations: Volunteers with pick-up trucks to help transport items are preferred. It is recommended to bring sunglasses, sunscreen, and any other items that offer protection from the sun. Please wear comfortable shoes and clothing suitable for physical activity.

Registration/Check In/Merchandise

Registration Table

Volunteers are needed to check in pre-registered participants by name and ensure a credit card is on file if desired by the guest. Volunteers will also help those with wristbands register by name and credit card if they have not already done so. Finally, they will also be assisting with the day of purchases and walk-ins, ensuring payments and names are in the event management system, and waivers are signed. Before the event, there will be a pre-training for the event management system.

Recommendations: Volunteers should be able to greet, troubleshoot, and work calmly under pressure. Good communication skills and the ability to work with diverse groups of people.

Will Call Table

Volunteers will be responsible for distributing event bags to guests who have already purchased tickets, ensuring these guests are registered and have their credit card on file if desired. If a guest is picking up a packet of multiple bands, volunteers will also need to collect the information for the other guests included in this purchase. The volunteers will have packets in alphabetical order by last name to pull and confirm that the guest is the primary contact listed on the packet. If not, the volunteer will have to notify the Registration Lead, Sarah Massey, so she can confirm the release of the packet. This opportunity will require you to stand and move for the duration of your shift. There will be chairs available if needed, but this is a very active volunteer position.

Recommendations: Volunteers should be able to greet, troubleshoot, and work calmly under pressure. Good communication skills and the ability to work with diverse groups of people.

Merchandise Table

Volunteers will help with selling Agape swag store items to guests. They will assist with promoting the merchandise, helping guests with sizes, and utilizing payment equipment to check out guests.

Recommendations: Someone can handle transactions and be responsible for handling cash. This position will be responsible for assisting guests with merchandise and answering any questions regarding the items. Volunteers should like to converse with



guests and be able to pitch the merchandise items. You will be standing on your feet for long periods of time and engaging with guests throughout the shift.

Entry Support

Attendance Counter

Volunteers are needed to help track event attendance by using clickers to count each person entering the event at designated entry points. Volunteers will serve as a friendly face, creating a warm and welcoming first impression for our guests as they arrive.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun.

Bag Checker

Volunteers are needed to help ensure a safe and secure environment by conducting bag checks as guests enter the event. Volunteers will inspect bags to make sure guests are not bringing any prohibited items (list will be provided), and assist guests with any questions or concerns.

Volunteers should be friendly, attentive, and respectful at all times.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

General Volunteer/Floater

Volunteers are needed to support various tasks throughout the event, including checking in on vendors, staff, and sponsors, refilling insulated water tubs, and assisting wherever help is needed to keep the event running smoothly. Volunteers will also step in to cover for other volunteers who need to take breaks, such as restroom breaks, ensuring all roles are always staffed. Volunteers during the second shift will also be assisting at the dessert table during our presentation. They will help set up and replenish the 20th Birthday Bash Cupcakes, keep the area tidy, and provide a welcoming and friendly atmosphere while interacting with guests.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Shuttle Driver

Volunteers are needed to shuttle staff, neighbors, and attendees to and from MacGregor Park using Agape Development vans. **Volunteers must be over 25, have a valid driver's license, and be approved and added to Agape Development's insurance policy prior to the event.** In addition, volunteers must feel confident operating a 12-passenger van.

Recommendation: It is recommended to wear comfortable clothing.



Basketball Tournament Support

Timekeeper

We will be hosting the semi-final and final basketball games from our pre-event tournament during the main event. One volunteer is needed to serve as the timekeeper. The volunteer must have prior experience and know how to accurately operate a game clock or stopwatch. During the semi-final and final games, they will be responsible for starting and stopping the clock based on the referees' signals, monitoring game duration, and ensuring timely transitions between games.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. If you have a preferred stopwatch or timing device, please bring it with you.

Scorekeeper

We will be hosting the semi-final and final basketball games from our pre-event tournament during the main event. One volunteer is needed to serve as the scorekeeper. The volunteer must have prior experience with scorekeeping and be comfortable updating the scoreboard as needed. They will work closely with the referees and timekeeper to ensure the semi-final and final games run smoothly.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Please bring any tools (such as a notebook, pen, or calculator) you prefer to help track scores.

Tent Stations

Hospitality Support

Volunteers are needed to oversee the hospitality tent for our staff, volunteers, and vendors. Volunteers will create a welcoming environment, refill insulated water tubs, distribute breakfast snacks and lunches, and ensure everyone stays refreshed and comfortable throughout the event.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Cooling Station Support

Volunteers are needed to oversee the cooling station for guests. Volunteers will create a welcoming environment, refill insulated water tubs with cold water and beverages, check in on guests, and ensure everyone stays refreshed and comfortable throughout the event.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Exhibitor Support

Volunteers are needed to assist exhibitors by being stationed at each exhibitor's tent to support them in managing sales and interacting with guests. Volunteers will help ensure exhibitors have a smooth experience by assisting with purchases and providing general support.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Carnival Activities

Photobooth

Guests will have access to a photo booth equipped with props to take pictures and commemorate their time at the event. Volunteers are asked to assist guests in selecting props and using them. Support will include helping individuals or groups operate the photo booth and capturing their pictures. Volunteers will also manage any lines, answer questions, and greet guests to ensure a positive experience. Please remember to check wristbands to verify entry into the event and activity. You will have an additional volunteer assisting you.



Recommendations:

It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Ferris Wheel

The Ferris wheel will be operated by a vendor and will have staff there to support the ride activity. Volunteers are needed to control lines and assist guests with following the requirements to participate in the activity. You will ensure the height and age requirements are met. Assist the vendor to make sure the waivers are completed, and make sure any belongings and items are properly stored to get on the ride. Additionally, you will help answer any questions and observe that each guest has a wristband to be able to participate in the activity. You will operate in 2-hour shifts and always have a volunteer to support you if you need to step away from the activity for water or a restroom break.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.



Mechanical Bull

The Mechanical Bull will be operated by a vendor and will have staff there to support the ride activity. Volunteers are needed to control lines and assist guests with following the requirements to participate in the activity, and assist the vendor to make sure the waivers are completed. You will ensure the height and age requirements and restrictions are met, and that only one guest rides the mechanical bull at a given time. Additionally, you will help answer any questions and observe that each guest has a wristband to be able to participate in the activity. You will operate in 2-hour shifts and always have a volunteer to support you if you need to step away from the activity for water or a restroom break.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Face Painting

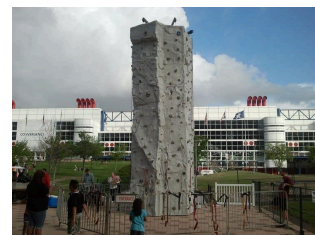
Guests will have the opportunity to get their face painted by professional face painters. Volunteers are needed to control lines, greet guests, and support the guests by helping them select their desired face paint design. They will manage any lines, answer questions, and greet the guests for a great experience. Please ensure you observe wristbands to verify entry into the event and activity. You will have an additional volunteer supporting you.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Rockwall

The Rockwall will be operated by a vendor and will have staff there to support the activity. Volunteers are needed to assist with controlling lines, assisting the vendor to make sure the waivers are completed, and ensuring everyone has met the required height and age requirements to participate in the activities. In addition, the volunteers will help guide the participants to where they can place their belongings during their time on the activity. Volunteers will remind the participants of the safety requirements and ensure they have the proper safety gear on.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.



Grand Carnival Tent

This activity will be a series of activities and games that each participant can engage in one at a time. Volunteers are needed to run their assigned game station and hand out carnival prizes to participants. Volunteers will also help explain the activity and rules, control lines, ensure everyone gets a turn, kindly move participants along if others are waiting, and ensure the safety of the participant while at the activity.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.



Dixie Twister Swings

The Dixie Twister Swings will be operated by a vendor and will have staff there to support the ride activity. Volunteers are needed to control lines and assist guests with following the requirements to participate in the activity. You will ensure the height and age requirements are met. Assist the vendor to make sure the waivers are completed, and make sure any belongings and items are properly stored to get on the ride. Additionally, you will help answer any questions and observe that each guest has a wristband to be able to participate in the activity. You will operate in 2-hour shifts and always have a volunteer to support you if you need to step away from the activity for water or a restroom break. This volunteer opportunity is for women only

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.



Petting Zoo

The Petting Zoo will be operated by a vendor and will have staff there to support the activity. Volunteers are needed to manage the flow of guests, control lines, make sure guests apply Hand Sanitizer before and after the Petting Zoo, and help take pictures of guests with the animals. Volunteers are expected to supervise guests to ensure no harm is done to the animals and explain the rules before guests enter.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.





Obstacle Course

Volunteers are needed to facilitate lines for the obstacle course and make sure all guests meet the height and age requirements to participate in the activity. Volunteers will monitor for safety, manage timing so that all guests have a fair turn, and check that each participant has the proper wristband to take part in the activity. Additionally, volunteers will help answer any questions and ensure that each guest has a wristband to be able to participate in the activity. You will operate in 2-hour shifts and always have a volunteer to support you if you need to step away from the activity for water or a restroom break.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Bounce House

Volunteers are needed to facilitate lines for the bounce house and make sure all guests meet the height and age requirements to participate in the activity. Volunteers will monitor for safety, manage timing so that all guests have a fair turn, and check that each participant has the proper wristband to take part in the activity. Additionally, volunteers will help answer any questions and ensure that each guest has a wristband to be able to participate in the activity. You will operate in 2-hour shifts and always have a volunteer to support you if you need to step away from the activity for water or a restroom break.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Caricature Drawings

Guests will have the opportunity to get a caricature drawing from professional caricature drawers.

Volunteers are needed to control lines and greet guests. They will manage lines, answer any questions, and greet the guests for a great experience. Please ensure you observe wristbands to verify entry into the event and activity. You will operate in 2-hour shifts and always have a volunteer to support you if you need to step away from the activity for water or a restroom break.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.



Bungee Trampoline

The Bungee Trampoline will be operated by a vendor and will have staff there to support the ride activity. Volunteers are needed to control lines and assist guests with following the requirements to participate in the activity. You will ensure the height and age requirements are met. Assist the vendor to make sure the waivers are completed, and make sure any belongings and items are properly stored to get on the ride. Additionally, you will help answer any questions and observe that each guest has a wristband to be able to participate in the activity. It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. You will operate in 2-hour shifts and always have a volunteer to support you if you need to step away from the activity for water or a restroom break.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

4 in 1 Sports

This activity is a series of sports activities (football, soccer, baseball, and basketball) that each participant can engage in one at a time. Volunteers are needed to help explain the activity and rules, control lines, ensure everyone gets a turn, kindly move participants along if others are waiting, and ensure the safety of the participant while at the activity.



Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.

Clean Up Crew

Volunteers are needed to assist with post-event clean-up. This includes transporting supplies from MacGregor Park back to Agape Development. This will include, but is not limited to, removing two event banners and parking signs, picking up trash around the event area, helping sponsors and exhibitors pack up their supplies, and ensuring the space is clean and how we found it.

Recommendations: It is recommended to bring sunglasses, sunscreen, and any other items that would be a protective measure from the sun. Comfortable shoes and clothing suitable for outdoor activity are encouraged.