**Utilize your PR Skills and Volunteer at 2020 PHS Philadelphia Flower Show Media Tent**

***Please answer this call to volunteer for the Media Tent at the***

***2020 PHS Philadelphia Flower Show, “Riviera Holiday,”***

***February 29 – March 8 at the Pennsylvania Convention Center***

**Here’s what it takes:**

***Skills and Knowledge*** – You’ll need to be able to give basic directions and information

to **members of the media** in a warm, friendly, and welcoming manner.

***Working Conditions*** – Working with the Pennsylvania Horticultural Society’s

Communications team, you will help media check in at the show. You’ll be

stationed at the Media Tent inside the Pennsylvania Convention Center on the second

floor at the main exhibit entrance.

You’ll be equipped with a floor plan and a schedule of events so you can give directions and answer basic questions about the Flower Show and the region in general. (We suggest you wear comfortable shoes because you’ll want to see the show before or after your shift.)

***Schedule*** – You’ll be asked to work **one three-hour shift (some later shifts are two**

**hours)**. Two people are required to work each shift, so we encourage you to bring a

friend.

To volunteer, select from the schedule attached and e-mail the form to David Cheng at [dcheng@pennhort.org](mailto:dcheng@pennhort.org) at PHS by **Friday, February 7, 2020**. Please call David Cheng at 215.988.1631 with any questions.

***All volunteers will receive one complimentary pass to the show that can be picked up at will call on the day of his/her/their shift.***

**2020 PHS Philadelphia Flower Show**

**Public Relations Volunteer Sign-up Form**

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**Follow These Steps:**

1) Highlight the time(s) you prefer in the schedule below.

2) Complete the contact information below.

3) E-mail it to [dcheng@pennhort.org](mailto:dcheng@pennhort.org)

4) Please return the form no later than **Friday, February 7, 2020.**

**Friday, Feb. 28:**

11:30 am – 3:30 pm

**Saturday, Feb. 29: Sunday, March 1: Monday, March 2: Tuesday, March 3:**

8:00 am – 11:00 am 8:00 am – 11:00 am 10:00 am – 1:00 pm 10:00 am – 1:00 pm

11:00 am – 2:00 pm 11:00 am – 2:00 pm 1:00 pm – 4:00 pm 1:00 pm – 4:00 pm

2:00 pm – 5:00 pm 2:00 pm – 5:00 pm 4:00 pm – 7:00 pm 4:00 pm – 7:00 pm

5:00 pm – 7:00 pm 5:00 pm – 7:00 pm

**Wednesday, March 4: Thursday, March 5: Friday, March 6: Saturday, March 7**

10:00 am – 1:00 pm 10:00 am – 1:00 pm 10:00 am – 1:00 pm 8:00 am – 11:00 am

1:00 pm – 4:00 pm 1:00 pm – 4:00 pm 1:00 pm – 4:00 pm 11:00 am – 2:00 pm

4:00 pm – 7:00 pm 4:00 pm – 7:00 pm 4:00 pm – 7:00 pm 2:00 pm – 5:00 pm

5:00 pm – 7:00 pm

**Sunday, March 8:**

8:00 am – 11:00 am

11:00 am – 2:00 pm

2:00 pm – 5:00 pm

5:00 pm – 7:00 pm

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cell Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_