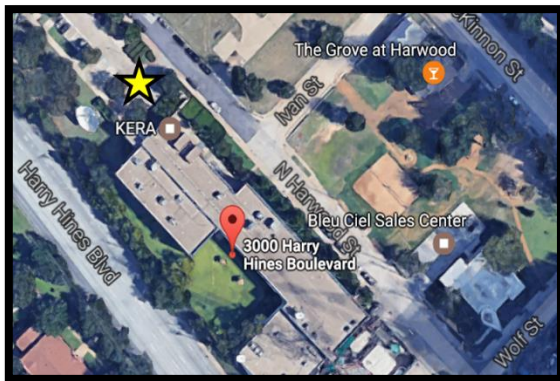




Thank you for volunteering for the KERA TV Membership Drive. Here are a few details regarding your shift.

- Please be sure to arrive with enough time to park, sign in, and be in the studio no later than **5:30PM**.
- If you become unavailable for your shift or are running late, please text me at **972-215-6853**.
- Attire is business casual, which typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt, a tailored blazer, knit shirt or sweater. The studio can get chilly, so please bring a sport coat, jacket, or sweater with you. **No hats, tank tops or tops with spaghetti straps (unless under a jacket), and no white shirts or blouses.**



We are located at **3000 Harry Hines Blvd Dallas, TX 75201.**

Our parking lot is located on the Harwood side of the building. (yellow star)

Park in the visitor spaces or as close to the entrance as possible. (Except for any reserved spot) *Please note, there is construction on Harwood, but you will still be able to access our parking lot.*

- When you enter the building, sign in on the Volunteer/Visitor Log at the front desk and pick up a red nametag. You may write on the tag.
- Let the receptionist or security officer know you are here to volunteer for the KERA TV Membership campaign and he or she will direct you through the double glass doors.
- You will go all the way to the end of the hallway and exit the glass doors. Take a right and go all the way to the end of the path. We will meet in the break area. (red star).
- Dinner will be provided, but if you have dietary restrictions and would like to bring something from home, you are welcome to use to the refrigerator and microwave. There will be snacks and refreshments available during breaks. **Please do not bring drinks or snacks into the studio.**
- Training will begin after dinner. If we do not have a volunteer agreement form on file for you, I will have you sign the agreement once you sign in for your shift.
- **Cell phones are to be put away once we begin training in the studio.** This is a part of our data security policy. Should you need to make a call or check your messages, please step outside of the studio.

