



Hello Halloween Howl Volunteers,

Thank you for agreeing to volunteer at the Tallahassee Museum's Halloween Howl this year. Please read all of the information below carefully so you will be prepared. Also, please bring a water bottle with you so that you have something to drink during your shift.

Parking Information

- Parking will be available from 3:30pm-11:00 pm, both Friday and Saturday night at the FSU Sportsplex located on Tyson Road (the new IM Fields)
- Shuttles (big orange school bus) will begin running at 4:00 pm from the Sportsplex to the Museum and then back to the Sportsplex.
- Volunteers are to gather at the circular drive at the main entrance building at the Sportsplex. This is where the minivans will pick up and drop off volunteers.
- The directions are located at the bottom of the page from either the FSU main campus, west of campus, or from I-10 on North Monroe Street.
- If a group of volunteers is coming together in one car, the driver may drop volunteers at the Museum and then park at the Sportsplex and catch the shuttle back to the Museum
- All volunteers who are driving to the museum remember that there will be NO PARKING at the MUSEUM
- Shuttle service will run from 4:00-11:00pm to and from the museum.

Directions from FSU Main Campus

- Take W. Tennessee Street from Woodward Ave. (the Student Union) to Capital Circle
- Turn left on Capital Circle SW and follow south to Orange Avenue, turn left at traffic light
- Follow Orange Avenue to Rankin Avenue
- Turn left (sharp turn) onto Rankin Avenue
- Follow Rankin Ave. to Tyson Road
- Then right on Tyson Road to East entrance

Directions from West of FSUCampus

- Take Tennessee Street or Pensacola Street West away from Main Campus to Capital Circle
- Turn left on Capital Circle SW and follow south to Orange Avenue, turn left at traffic light
- Follow Orange Avenue to Rankin Avenue
- Turn left (sharp turn) onto Rankin Avenue
- Follow Rankin Ave. to Tyson Road
- Then right on Tyson Road to East entrance

Directions from I-10

- Go West on I-10 and take exit 196 and make a left hand turn onto Capital Circle
- Follow Capital Circle all the way to the intersection with Orange Avenue
- Turn left onto Orange Avenue
- Follow Orange Avenue to Rankin Avenue
- Turn left onto Rankin Avenue
- Follow Rankin Ave. to Tyson Road
- Then right on Tyson Road and go to the East Entrance



Event Hours

- The Halloween Howl event hours are 6:00-10:00 pm each night
- Activity and game shifts are 5:30-8:00, 7:30-10:00 or 5:30-10:00. Volunteers should arrive to the parking complex at least 30 minutes prior to their shift. You are being relied upon to complete your shift. Please do not plan to leave early. We will not be able to release you until your shift is over.

Dress

- Please come dressed according to the weather
- Wear closed-toed shoes
- You may wear a not too scary costume
- If your organization is volunteering, you may wear the organization's shirt

In case of rain

- We email or call everyone if the event looks to be rained out.
- If you do not receive a phone call or email canceling due to rain, please come to the Sportsplex even if it is raining where you are at in town.
- If you have questions, please call 575-8684 or email volunteer@tallahasseeemuseum.org

Check In at Volunteer Entrance

- The volunteer entrance is at the double chain link gates next to the red caboose at the Museum.
- The shuttle vans will drop off volunteers and pick up volunteers at this point
- Once you arrive, please be patient and you will be checked in and connected with your coordinator as soon as possible
- Stay at the Volunteer Check in area until the coordinator from the area in which you will volunteer arrives.
- Be sure you check in at this point and check out here so we can confirm your volunteer hours
- Bring any paper work you need signed to verify your volunteer hours so it can be completed when you leave the Museum

Customer Service Tips

- Cell phone use is not allowed while you are working
- Please smile at our guests, make eye contact and invite them over to play a game, or make a craft, etc.
- Each person who plays a game gets **either one prize or one piece of candy**. They may play the game again if they go to the back of the line, or come back later
- Coordinators will come by to replenish your candy and prize supply
- Do not leave your post at the end of your shift without letting the coordinator know. Please try to wait until you have a replacement if you are working the early shift only (5:30-8:00)
- If you are working until 10:00, please help the coordinator pack up the game/craft and move it into a their storage area before you leave
- In case of an emergency, tell your coordinator so they may radio for help