



## 2010 VOLUNTEER ASSIGNMENT DESCRIPTIONS

**Please Note – All Volunteer Assignments include returning the venue to its pristine condition.**

**Which one are you?**

NB: You have 3 choices, although we will make sure to be fair to everyone and rotate assignments.

**Greeters/Ushers** Duties include:

- ◆ Report to each event at designated time; check in with Volunteer Coordinator
- ◆ Stand at designated entrance and greet guests with a smile
- ◆ Assist guests, answering questions & offering assistance when needed
- ◆ Distribute beverages when appropriate
- ◆ Distribute programs
- ◆ Organize coat check
- ◆ Chair Rental
- ◆ Venue clean up

**Hospitality Duties** include assisting Production Coordinator to:

- ◆ Report to event at designated time; check in with Volunteer Coordinator
- ◆ Assist participants with setup
- ◆ Answer participants questions and needs
- ◆ Develop itinerary to insure participants arrive at designated locations at designated time
- ◆ Assist other areas as needed
- ◆ Venue clean up

**Sales** (Chocolate bars, Bags) Duties include:

- ◆ Report to each event at designated time; check in with Volunteer Coordinator
- ◆ Assist with setup and display at each site

- ◆ Be cheerful & outgoing
- ◆ Sell chocolate bars and bags
- ◆ Chair rental
- ◆ Maintain list for sponsor discounts
- ◆ Reconcile bank at end of evening
- ◆ Maintain inventory of merchandise
- ◆ Assist in dismantling the sales displays at end of evening
- ◆ Venue clean up

**Security** Duties include:

- ◆ Report to each event at designated time; check in with Volunteer Coordinator
- ◆ Guard entrance areas
- ◆ Empty trash throughout evening & replace bags
- ◆ Venue clean up

**Production** Duties Include working with Production Coordinator to:

- ◆ Report to each event at designated time; check in with Volunteer Coordinator
- ◆ Help participants set up rooms, including tables, chairs, stands & lights
- ◆ Assist participants prepping food, etc.
- ◆ Venue clean up

Tickets Duties include:

- ◆ Report to each event at designated time; check in with Volunteer Coordinator
- ◆ Be willing to work in any of the following areas as assigned:
- ◆ Ticket Sales (settle bank)
- ◆ Ticket Takers (count ticket stubs)
- ◆ Preferred Section (check tickets for "preferred")
- ◆ Will-Call
- ◆ Venue clean up

Floater Duties include:

- ◆ Report to each concert at designated time; check in with Volunteer Coordinator
- ◆ Be willing to assist in any of the above areas
- ◆ Venue clean up