

Job Descriptions

Pre-Event Ballroom Area: Set-Up Decorations/Take Down

Number of Volunteers Needed: 10

Team Captains: TBD

Where: Inside of the Main Ball room

Shift time: 11:00 a.m. - 2:00 p.m. & 11:30 p.m. - 12:30 a.m.

Set-Up Decorations Tasks:

- Set-up stands for alphabetical break down of registration
- Place Centerpieces on tables
- Place printed programs on chairs
- Place cards & pens on tables

When shift is done contact Team Captain for further assignments

Take Down Shift time: 11:30 p.m. - 12:30 a.m.

Tasks: To take down and help store items below:

- Table maps
- Leftover centerpieces on tables
- Printed programs around the ballroom
- Remaining cards & pens

When shift is done contact Team Captain for further assignments

- *Must be able to lift 10 lbs or more
- *Ability to stand/walk for extended periods of time
- *Multi-Task Management
- *Attend all Volunteer Meetings
- *Good Communication Skills (verbal and written)
- *Ability to provide detailed direction
- *Personable
- *Outgoing