

VOLUNTEER GRID (positions are based on a group of 200)

		9 - 9.30	9.30 - 10	10 - 10.30	10.30 - 11	11 - 11.30	11.30 - 12	12 - 12.30	12.30 - 1	1 - 1.30	1.30 - 2	2 - 2.30	2.30 - 3	3 - 3.30	3.30 - 4	4 - 4.30	4.30 - 5	5 - 5.30	5.30 - 6
All Volunteers		Meet																	
Outside setup/tear	8																		
Inside decor setup	10																		
Tech games setup	1																		
Bus Transfer to Event	4																		
ID Wristbands	2																		
Clothing Distribution	10																		
Registration/ Security Check	4 to 8																		
Mocktail Servers	6																		
Outside Teardown	8																		
Coat Check	12																		
T-Shirt Table	4																		
Wellness Team	4																		
Casino Dealers + Pit Boss	13																		
Casino Greeters	2																		
Casino Servers	2																		
Entertainment Handler	1																		
Nightclub	4																		
Floater	8																		
Concession /Vendors	4 to 8																		
Games Room Supervisor	1																		
Games & Contests	6 to 10																		
Digital photos	2																		
Prize Draw	5																		
Line Control	2																		
Bus Sign Out	4																		
Bus Escorts	10																		
Teardown	4 to 8																		

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VOLUNTEER POSITIONS - DESCRIPTORS

Outside Entrance Setup//Tear-down	Includes set up and tear down all of entrance decorations, clothing tables - carpet, stanchions, lighting, theme props, organizing clothing - Lead + 7 parents set up & tear down
Inside Decorations Setup	Lead + 12 volunteers set up various rooms including all indoor decorations, large scale props, buffet tables, dining tables, and novelty items (beach balls, glow sticks etc.)
Tech Games Setup	Includes set up any of the electronic games including Nintendo Wii, XBOX 360, DDR, Rockband, TVs, Digital loop
Double Decker Transfer to Event	2 Male, 2 Female volunteers place novelty items on the seats of each bus, ride the shuttle, must be comfortable speaking on the mic with a prewritten script. Two shuttles total for each couple.
ID Wristbands	Volunteers sign out grads/guests from the Dinner/Dance, put on ID wristbands for Double Decker transfer
Clothing Distribution	Organize clothing in alpha order for Grad/guest arrival - to be taken through security check. All unclaimed bags must be cleared by security and then kept in the coat check
Registration/ Security Check	Volunteers process entry, and/or assist onsite security firm
Mocktail Servers	Costumed servers pour/serve tropical mocktails & canapés on arrival
Coat Check	Lead + 11 volunteers receive all clothing, purses, storage bags from security check, organize all alpha & distribute when grads/guests leave at 5 am
T-Shirt Table	Lead + 3 volunteer set up shirt display, distribute shirts using guest attendance list for sizing.
Medical Staff -	Doctor remains in the Wellness Room at all times, Nurses can take shifts, Police Officer roams the event
Casino Dealers	Pit Boss +13 volunteers run Casino games including 8 - blackjack, 1 wheel, 2 poker tables, Bingo, 1 Pool Table
Casino Registration	Manage Sign in list, distribute "casino money", retain chits for departing/returning grads
Casino Servers	Costumed servers serve food and beverages to players
Entertainment Handler	Volunteer ensures that all entertainers/performers/onsite suppliers have what they need for setup, provide food & beverages and assist in managing line-ups
Nightclub	Lead + 3 volunteers provide supervision, hand out glow sticks, beach balls, keep rear doors secure, manage buffet, distribute bottled water, and set up 24 chairs prior to hypnotist performance.
Floater	Assist as needed, washroom checks every 30 minutes, ensure that no one is ill or isolated. Use discretion and refers needed to Wellness room personnel
Concession/ Vendors	Cooking, serving, clean up as required
Lounge Supervisor	Lead provides supervision, manages buffet, ensures distribution of bottled water
Games & Contests	Volunteers oversee games/inflatables, run contests, record names for prize draw
Digital	Volunteers roam the event, take digital pictures (own cameras) download them every 30 minutes.
Prizes	Assist with distribution of prizes, prize table set up, recording "winners" list
Line Control - Checkout	Assist with the line up ,prepare buses for boarding, distribute extra food on the buses, load extra garbage and recycling bags, ensure guests have all of their personal belongings including medications
Bus Sign Out	Manage alpha lists, direct grads/guests to buses, and escort as needed
Bus Escorts - Male & Female per	1 male/female bus escort to ensure safety, assist with ill passengers, distribute bottled water, granola bars
Tear-down/Cleanup	Additional cleanup, pack up and store decor items, props etc.
Installation Volunteer	Handle all daytime supplier installations on event day - preferably a non Grad parent
Additional Jobs:	Pick up popcorn machine and mats for wellness room from the school
	Buy popcorn supplies, including oil, kernels, shaker flavours, small bags
	Purchase bottled water and deliver to the venue on the day of the event
	Return bottles from the event to the School for recycling
	Return costumes to the Costume Shop