

VOLUNTEER DESCRIPTIONS



ACTIVITIES TEAM

Set up and participate in any activities with guests, including karaoke, board games, video games, glow room, and limo attendants.

BATHROOM ATTENDANT TEAM

Offer basic assistance and provide oversight of restroom. Assist guests with going in or coming out and washing hands. Contact caregiver if guest requires additional assistance.

BUDDY TEAM

Accompany and assist assigned guest all evening. Sit with your guest during dinner, dance with them, and participate in activities with them.

COAT CHECK TEAM

Greet guests, take their coats, label them, hang them, and retrieve at end of night. Oversee lost and found items throughout the night.

FLOATER TEAM

Constantly “float” around the entire event space to assist anywhere extra hands are needed. Ensure guests can move about, seats are available, and water stations are continuously stocked. *** May serve as a buddy if additional buddies are needed last minute.*

FLOWER TEAM

Assist florist with unloading and properly laying out corsages and boutonnieres. Help guests pin on their flowers or place them on their wrist.

FOOD PREP TEAM

Assist caterer with unloading food, additional food preparation, and set up food and beverages in the main event space and in the Caregivers’ Respite Room.

FOOD SERVICE TEAM

Serve food to guests in main event space and Caregivers’ Respite Room. Be knowledgeable about the items and assist guests as needed, and refill food warmers, drinks and snacks.

GUEST REGISTRATION TEAM

Warmly greet guests, sign them in, give them their name tag/lanyard, and answer any questions they may have. Help guests connect with their assigned buddy for the evening.

HAIR, MAKEUP & SHOESHINE TEAM

Assist with the salon area set up. Welcome each guest to a salon station for hair and makeup or to a seat for a shoeshine. Chat with them while you pamper them and make them feel special.

LOCAL SECURITY TEAM

Support on-site uniformed Law Enforcement personnel to ensure a safe and secure environment. Watch entrance and exit points. Coordinate with local police, fire, and rescue as needed.

MEDICAL TEAM

Assist professional EMT personnel at the event by providing basic first aid and care for any medical needs or emergencies.

PAPARAZZI TEAM

Take photographs and treat honored guests like celebrities and VIPs as they arrive on the red carpet.

*** May serve in other areas before and after Red Carpet Event.*

PARKING TEAM

Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes.

RED CARPET TEAM

Assist and announce guests as they make their way down the red carpet, manage flow of traffic, and cheer them on to make them feel welcomed.

*** May serve in other areas before and after Red Carpet Event.*

RESPIRE ROOM TEAM

Love on the parents/caregivers by serving food, spending time getting to know them, and being available to pray with them.

SENSORY TEAM

Spend time with guests who may be experiencing over-stimulation from the excitement of the event.

SET-UP TEAM

Execute event set-up prior to the start of the event. Additional assistance needed during the event to help set-up for specific events (Red Carpet Event, Registration transition to Check-Out).

TEAR DOWN TEAM

Take down decorations, tables, chairs, etc. and clean up the event space.

TRANSPORTATION TEAM

Assist guests as they exit their vehicles and help them find the entrance for registration and upon leaving. Assist with shuttle services for volunteers before and after the event.

VOLUNTEER CHECK-IN TEAM

Greet volunteers, give them their nametags/lanyards, and direct them to their leaders.