

SET-UP & PREP TEAM

PURPOSE: Assist production and operations load in and set-up for the conference

NUMBER OF VOLUNTEERS NEEDED: 20-25

COMMITMENT LEVEL: Minimum: 4 hours
Maximum: 6 hours

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6AM-Noon, 1PM-6PM

REPORTS TO & WORKS WITH: Operations Staff, Production Staff, Volunteer Coordinator

OVERVIEW:

The Set-up and Prep Team will help our production staff and operation staff set-up for the conference prior to the conference start. Assisting the production staff will require many strong and able-bodied people due to heavy lifting and setting up audio and visual equipment. Operation team needs help setting up various locations including registration and putting together conference packets (to list a few duties).

RESPONSIBILITIES (include but not limited to):

- Help set-up production equipment
- Help set-up registration and preparing conference package
- Help set-up track rooms
- Help set-up merchandise/exhibit area
- Available for other miscellaneous needs