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## VOLUNTEER STAFFING JOB DESCRIPTIONS

### *Ever thought about volunteering?*

*Here is a sampling of some of the volunteer positions needed at a Regional Convention!*

#### **GROUP # 1. GENERAL ASSISTANCE**

- **Registration Desk**
  - General Information
  - Distributes badges and information packets or forms.
  - Lost & Found
  - Sells individual event tickets
- **Regional Sales** – Assists by selling items, making change, and arranging items on the table.
- **Raffle Tables** – Assists the international competing quartets and/or choruses at their raffle table(s) by selling tickets and/or accepting donations.
- **Photography Assistant** – Assists photographer with contestant placement, and errands for both quartets and choruses. Collects photo orders and checks them for accuracy and payment.
- **Silent Auction** – Assists at the display tables by giving instructions on how the auction works or describing items.

#### **GROUP # 2. TRAFFIC PATTERN**

- **Check-in:**
  - Check in all contestants
  - Remind of all paperwork needed
  - Hand over to pattern assistant
- **Pattern Assistant:**
  - a. Directs to assigned warm-up room
  - b. Gives 2 minute warning
  - c. Refreshes rooms between competitors
  - d. Escorts – From warm up area (2nd Fl) to back stage (1st Fl)
- **Personal Belonging Assistant** – Collects belongings from performing members and gives their bags back to them after the performance.
- **Special Needs Assistant** – Helps attendees in wheel chairs or on crutches to negotiate stage ramps or find seating.

#### **GROUP # 3. CONTEST OPERATIONS**

- **Doors** – Opens and closes ballroom doors according to emcee's directions. No one is allowed to leave or enter during a contestant's performance. Doors are staffed both on the inside and the outside. Checks audience for badges or checks for and tears tickets as guests enter.
- **Headphones** – Helps to visually monitor the total timing of the contest between judges, pattern and video group by listening to all groups and alerting CRC and CC with contest issues when needed.
- **Videography Assistant** – Assists videographer during contests and awards ceremonies. Should be knowledgeable about zoom, panning, etc.
- **Panel Guard** – At contest's end, keeps the audience at a safe distance while copies are being made at the panel table.

#### **GROUP #4. EXTRA**

- **Riser Crew** – Sets up, tears down and moves riser sections as part of a crew. Husbands, sons and male friends are great for this job.
- **Volunteer-On-Call** – Prepared to help in any area if a volunteer is unable to do their task. This position has an assigned seat in the auditorium.

# Volunteer Sign-up Form

**Chorus Competition Coordinators:** Please make multiple copies of this form and the Volunteer/Staffing Job Descriptions Pages and distribute to your members. The collected forms should be sent back to Jodi Ceaser by the Chorus Competition Coordinator no later than February 17, 2012.

REGIONAL COMPETITION 2012:

Volunteers Needed from March 29-31, 2012

Print Name:		Print Email Address:			
Work# (____)_____		Home#(____)_____		Cell#(____)_____	
Best way to reach me:	<input type="checkbox"/> Home#	<input type="checkbox"/> Work#	<input type="checkbox"/> Cell#	<input type="checkbox"/> Email	
Chorus Name:		Quartet Name:			
If not a chorus member, check one:			<input type="checkbox"/> CAL	<input type="checkbox"/> Guest	
Are you competing in the chorus contest?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Are you competing in the quartet contest?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Are you expecting to sing on the Show of Champions?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Please review the job descriptions and select which job(s) you prefer and we will try to accommodate you. Don't forget the Show of Champions – it's fun too!			<input type="checkbox"/> Put me wherever I am needed (your best choice)		
Contest Volunteer Jobs I have held in the past:					
Contest Volunteer Jobs I would love to be assigned:					
Do you have special needs? <input type="checkbox"/> YES <input type="checkbox"/> NO For example, do you prefer a job where you are seated: <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, please describe any special considerations/needs:					
<b>Please indicate the days and state times you are willing to work:</b>					
THURSDAY		FRIDAY		SATURDAY	
<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> AM	<input type="checkbox"/> PM
FROM:	FROM:	FROM:	FROM:	FROM:	FROM:
TO:	TO:	TO:	TO:	TO:	TO:
<p><i>Please feel free to call with any questions regarding these great opportunities.</i></p> <p><b>Jodi Ceaser</b>  <b>5819 Spruce Forest Drive Houston, TX 77092</b>  <b>(C) 713-825-1101 (O) 281-367-7553</b>  <b>JDCeaser@msn.com</b>  <b>THANK YOU!</b></p>					