



We are looking for volunteers to be helpers and ambassadors! All volunteers will have their picture and name and company name listed on a thank you page in our conference binder. Each volunteer will have a 2 hour pre-determined time slot and job. Pick the job you feel most comfortable with.

Welcome Bag Preparation: (2) responsible for assisting in stuffing conference welcome bags with additional items and making ready for registration.

1. 2 people – Monday

Welcome Ambassador: (6) responsible for warmly welcoming our attendees as they check in and give them a map to the hotel, directing them to the registration table and conference meeting rooms.

1. 2 people 12pm – 2:00 pm Tuesday
2. 2 people 2 pm – 4:00 pm Tuesday
3. 2 people 4 pm – 6:00 pm Tuesday

Registration Table: (14) responsible for helping out with the registration table, handing out conference materials and checking in attendees, speakers and guests.

1. 2 people 1:00 pm – 3:00 pm Tuesday
2. 2 people 3:00 pm – 5:00 pm Tuesday
3. 2 people 5:00 pm – 7:00 pm Tuesday
4. 2 people 7:00 am – 9:00 am Wednesday or Thursday
5. 2 people 9:00 am – 11:00 am Wednesday or Thursday
6. 1 person 11:00 am – 12:00 pm Wednesday or Thursday
7. 2 people 1:00 pm – 3:00 pm Wednesday or Thursday
8. 1 person 3:00 pm – 5:00 pm Wednesday

Event Sponsor Signs: (12) responsible for making sure the sponsor signs are up at your designated event

- 1 – 1 person - Tuesday Welcome Reception
- 2 – 2 people Wednesday & Thursday - Breakfast

- 3 – 2 people Wednesday – Keynote Speaker
- 4 - 2 people Wednesday & Thursday – AM Break
- 5 - 2 people - Wednesday & Thursday – Lunch
- 6 - 2 people - Wednesday & Thursday – PM Break
- 7 - 1 person - Wednesday – Feature Event Banner & Tent Cards
- 8 - 1 person – Thursday – Awards Luncheon

Tent Cards: (2) responsible for making sure sponsor thank you tent cards are placed on session tables before the start of the first morning sessions or special event.

1 – 1 person – Wednesday – 7:30 am

2 - 1 person Thursday – 7:30 am

Banners: (1) responsible for making sure the banners have been taken down after the conference and brought to the conference office for packing.

1 – 1 person

Packing: (2) responsible for assisting Jan in packing up materials for return shipping.

1 - 2 people – Thursday at close of conference

Photography - responsible for taking candid shots with your smart phone of each session/speakers and special events (lunches, breaks, parties) Each person is responsible for submitting 5 - 10 clear shots of each session or 10-15 clear shots of an event; deleting blurry shots and/or duplicates before submitting. Special events such as Feature Event, Keynote speaker book signing, Welcome Reception and Awards Luncheon need to make sure you have clear shots of the “Stars” and each Exhibitor Company.

[TO VOLUNTEER & SIGN UP FOR A SPOT PLEASE CLICK THIS LINK](#)