

## Expo Volunteer Staff

**Volunteer Coordinator:** Checks all Volunteers in and places them where they are needed through out the day. Remains in communication with all areas and their needs. Turns over sign in sheets to Lynda at the end of the event.

### **Food Drive Chair:**

Responsible to make sure we have boxes, volunteers for food drive, food is sorted, weighed and packaged for Food for Families. Sign volunteers in. Give badge. Give instructions. After Drive give Lynda Pohl the food totals and volunteer sign in sheets with hours. Location is the main entrance.

### **Shift 9:00 to 12:00 Name, Address, Phone, Organization**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

### **Shift 12:00 to 3:00**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

### **Shift 3:00 to 6:00**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

# Expo Volunteer Staff

## Children's Character Breakfast Chair-

Oversees decorations and set up Friday evening. Holds Character meeting and distributes costumes Friday evening. Oversees the setting up in the morning of the breakfast. Opens the breakfast for guests. Blessing over food given. Assist with serving. Helps in clean up. Gathers costumes up. Give Lynda name tags from tickets.

### Female Characters:

Cinderella-  
Snow White-  
Tinker bell-  
Belle-  
Wonder Woman-  
Care Bear-

### Male Characters:

Spiderman-  
Batman-  
Shrek-  
Kung Fu Panda  
Power Ranger-  
Ninja Turtle-  
Clifford-

Name /Address/Phone \_\_\_\_\_

Character Requesting \_\_\_\_\_

Character assignment will be made by the CCB Chair.

### Ticket Takers for Breakfast/ Name /Address/Phone

1. \_\_\_\_\_

2. \_\_\_\_\_

### Blessing for Food 8:00am

### Photographers must arrive 7:00am

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Photographer Assistants Name /Address/Phone: must arrive 7:00am

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Servers/ Name /Address/Phone clean up must arrive 7:00am

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

# Expo Volunteer Staff

## Texas American Girl Style Show Chair:

Assist in choosing models for Style show. Oversees decorations, sound set up, stage set up and station set up. Opens the Style show. Prepares volunteers for intermission. Announces prize winners during intermission. Closes out Style Show. Assist in clean up. Returns clothes to Dillards. Give Lynda name tags from tickets and volunteers names and info.

**Name /Address/Phone**

**Female Models:**

**Male Characters:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

**Ticket Takers for Style Show arrive 11:00/ Name /Address/Phone**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Photographers must arrive 11:00am**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Photographer Assistants Name /Address/Phone: must arrive 11:00am**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Servers&Clean Up Name /Address/Phone must arrive 11:00am**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Doll Hair Salon and Spa Name /Address/Phone /Email must arrive 11:00am**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Tshirt sales Name /Address/Phone/Email must arrive 11:00am**

1. \_\_\_\_\_
2. \_\_\_\_\_

## Expo Volunteer Staff

### Exhibitor Lounge Chair- Michele Berger

Set up of lounge Friday evening. Arrive 7:00am Saturday. Make coffee first thing in the morning. Ensures that exhibitor lounge is kept clean and food is available all day for exhibitors.

Only allow people wearing badges into the lounge area. Have exhibitor surveys filled out.

**Volunteers-** check for badges of people entering the lounge. Assist with setup or clean up of the area. Keep lounge clean and free of trash and food fresh.

Name /Address / Phone

Shift 8:00am to 11:00am

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Shift 11:00 to 2:00

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Shift 2:00 to 5:00 –clean up

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

All trash must be taken out to the dumpster.

### Volunteer Lounge Chair-

Set up snacks of lounge Friday evening. Arrive 7:00am Saturday. Make coffee first thing in the morning. Ensures that volunteer lounge is kept clean and food is available all day for volunteers.

Only allow volunteers wearing badges or shirts into the lounge area. Monitor youth volunteers to make sure they are volunteering. Work with Volunteer Coordinator and direct volunteers coming off break where they are needed. Check out and In Costumes.

**Volunteers-** check for badges of people entering the lounge. Assist with setup or clean up of the area. Keep lounge clean and free of trash and food fresh.

Name /Address / Phone

Shift 8:00am to 11:00am

1. \_\_\_\_\_
2. \_\_\_\_\_

Shift 11:00 to 2:00

1. \_\_\_\_\_
2. \_\_\_\_\_

Shift 2:00 to 5:00 –clean up

1. \_\_\_\_\_
2. \_\_\_\_\_

All trash must be taken out to the dumpster

## Expo Volunteer Staff

### Stage Director-

Directs all activities on the stage. Sound checks Friday evening and meeting with Stage Volunteer Staff. Supports Sound Man and Announcer by keeping the show running smoothly and directs acts to enter the stage. Gives Announcer the list of prizes and winners to be announced in between acts. Give Lynda Pohl All prize winner info and act info after show.  
**Volunteers-** Sign in area acts up top 30 minutes prior to their performance. Give instructions. Direct acts when to go onto the arena and on the stage.

### Name /Address/ Phone

#### Shift 8:30 to 12:00

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Shift 12:00 to 4:00

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Shift 4:30 to 6:00

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_