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| ­­­JASNA 2014 AGMVolunteer Form |
| Name: |
| Email: |
| Phone: |
| Please indicate which of the following times and tasks you are interesting in doing. A simple description of each task can be found at the bottom of the form. |
| Wednesday October 8th |
| Tote Bag Stuffing | 8am-12pm | 12pm-4pm | 4pm-8pm |
|  |  |  |
| Registration Desk | 4pm-8pm |  |
|  |
| Banquet Sign-up | 4pm-8pm |
|  |
| Thursday October 9th |
| Registration Desk | 8am-12pm | 12pm-4pm | 4pm-8pm |
|  |  |  |
| Banquet Sign-up | 8am-12pm | 12pm-4pm | 4pm-8pm |
|  |  |  |
| Tote Bag Stuffing | 8am-12pm |  |
|  |
| Tour Liaison | 7am-8:40am |
|  |
| Walking Group Leader | 3:15pm-4pm |
|  |
| Taxi Help | 3:15pm-3:30pm | 6pm-6:30pm |  |
|  |  |
| Atwater Help | 3:30pm-4pm |  |
|  |
| Friday October 10th |
| Registration Desk | 8am-12pm | 12pm-4pm | 4pm-8pm |
|  |  |  |
| Banquet Sign-up | 8am-12pm | 12pm-4pm | 4pm-8pm |
|  |  |  |
| Tour Liaison | 8:30am-9:15am |  |
|  |
| Door Monitor | 1:30pm-2:45pm | 7:45pm-8:15pm | 8:50pm |
|  |  |  |
| Ticket Seller | 7:40-8:00pm |  |
|  |
| Microphone Runner | 1:45pm-2:45pm |
|  |
| Saturday October 11th |
| Registration Desk | 8am-12pm | 12pm-4pm |  |
|  |  |  |
| Banquet Sign-up | 8am-12pm | 12pm-4pm | 6:30pm-6:45pm |
|  |  |  |
| Door Monitor | 9am-10:20am |  |
|  |
| Microphone Runner | 9:20am-10:20am |  |
|  |
| Set up Crew | 4pm-6pm |
|  |
| Sunday October 12th |
| Door Monitor | 10:15am-11:30am |  |
|  |
| Microphone Runner | 10:30-11:30 |
|  |
| Tour Liaison | 12:30pm-1:15pm |
|  |
| Ushers | 4pm-5pm |
|  |
| Monday October 13th |
| Tour Liaison | 7:15am-8am | 9:15am-9:45am |  |
|  |  |
| Job Descriptions |
| Door Monitor | Monitor doors during plenaries or special interest sessions ensuring only registered participants attend. |
| Set up Crew | Assist in setting up center pieces in the ballroom for the banquet. |
| Microphone Runner | Bring a microphone to people who wish to ask a question during the plenary during the last 20min of the talk. |
| Banquet Sign-up | Assist registrants with picking and keeping track of tables for the banquet.  |
| Tour Liaison | Direct tour participants to the correct bus. You will be given a list of tour participants. |
| Tote Bag Stuffing | Help prepare tote bags for registrants to be picked up upon arrival.  |
| Registration Desk | Assist at registration desk signing in registrants, giving them their tote bag and information envelope.  |
| Walking Group Leader | Lead walking groups to the Atwater club for the special event with Julia McMaster.  |
| Taxi Help | Assist members getting into taxis to go to or return from the Tea at the Atwater |
| Atwater Help | Direct people to the correct room, take tickets,  |
| Ushers | Sell tickets and user people to seats for the St. George’s Concert. |
| Ticket Seller | Sell tickets for the play |