

VOLUNTEER ROLES

ACTIVITIES TEAM

Set up and participate in any additional activities with guests, including karaoke and other games. Encourage guests and maintain a fun atmosphere.

BUDDY TEAM

Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with their guest during dinner, dance with them and participate in activities with them. Buddies must be at least 16 years old.

COAT CHECK TEAM

Greet guests, take their coats, label them, and hang them. As guests leave, ask for their names and retrieve their coats. The coat check area can also serve as a lost and found at the end of the evening.

FLOATER TEAM

Constantly “float” around the main event /dance floor space, kitchen, restrooms and outdoors to assist anywhere an extra hand is needed. Ensure guests can move about easily in the main event/dance floor space, seats are available should they need to rest and water stations are continuously stocked.

FLOWER TEAM

Help guests select and pin on their flowers or place them on their wrist.

FOOD TEAM

Assist caterer with unloading food, additional food preparation and set up food and beverages in the main event space and in the Respite Room. Serve food to guests in main event space and Respite Room (for parents, caretakers or family members). Be knowledgeable about the items and assist guests in finding what they would like (especially if they have dietary restrictions or allergies) and refill food warmers, drinks and snacks. If possible, consider having two teams – one for honored guests and one for the Respite Room.

GUEST REGISTRATION TEAM

Warmly greet guests, sign them in, give them their name tag or lanyard, and answer any questions they may have. Help guests connect with their assigned buddy for the evening.

HAIR, MAKEUP & SHOESHINE TEAM

Arrive at the designated time and assist set-up team with the salon area. Welcome each guest to a salon station for hair and makeup or to a seat for a shoeshine. Chat with them while you pamper them and make them feel special.

SAFETY TEAM

Support on-site uniformed Law Enforcement personnel by ensuring a safe and secure environment for guests and volunteers. Coordinate with local police, fire and rescue as needed.

SECURITY TEAM

On-site uniformed Law Enforcement

MEDICAL TEAM

Assist professional EMT personnel at the event by providing basic first aid and care for any medical needs or emergencies.

PARKING TEAM

Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes.

RED CARPET TEAM

Assist and announce guests as they make their way down the red carpet, manage flow of traffic and cheer them on to make them feel welcomed.

RESPITE ROOM TEAM

Love on the parents/caretakers by serving food, spending time getting to know them and being available to pray with them.

SENSORY TEAM

Spend time with guests who may be experiencing over-stimulation from the excitement of the event. Interact with them by participating in sensory activities, singing or listening to calming music, or simply providing them with some quiet time.

SET-UP TEAM

Arrive at the designated time and execute event set-up, connect with DJ, audio/visual, activity and parking teams to ensure they have everything they need, and all the event areas are properly laid out.

VOLUNTEER CHECK-IN TEAM

Greet volunteers, give them their nametags or lanyards and direct them to their team leaders.