

Volunteer Coordinator: Sheri Sutton (sheri@morganadamsfoundation.org)

External Check-In Monitors - 3 volunteers (rotating) at position at all times – posted at gate.

Shift: In total – 8:00 am through midnight – broken down into 4 hour increments.

Duties: Assist Site Manager in controlling access to ramp and hangar.

Manage list of cars and planes load in... distribute credentials etc.

Manage list of on-site vendors

Perimeter Monitors – 7 volunteers

Shift: 4 pm – 12 am

Duties: Verify guests have checked in to event (credentials check)

Circulate between autos and planes to ensure guests do not touch or get in, where applicable

Maintain relations with attractions' owners to ensure their happiness – do they need anything if they are "stuck" out on the ramp with their aircraft

Parking lot monitors – 4 volunteers

Shift: 4pm – 7:00 pm

Duties: Direct to proper parking (valet or general), assist with traffic flow, watch for "fence jumpers"

Event Bartenders – 15

Shift: 4:00 pm – midnight

Duties: Man the bar, dudes!

Monitor guests consumption... pour relatively LIGHTLY.

Experience required!!!

Greeters – 7 volunteers

Shift: (4) 4:00pm to 7:00pm inside entrance, (3) 4:00 – 10:00 outside hangers

Duties: Welcome guests at front entrance

Determine if coat check needed

Check to see if they have tickets

Be sure that all ticket holders fill out back of tickets before proceeding to ticket takers

Help guide guests during event and point out important aspects of events – silent auction items, bathrooms, etc.

Ticket Takers – 6 volunteers

Shift: 4:00pm to 8:30pm

Duties: Take ticket and put in ticket receptacle

Give credential lanyard and event guide to guest

Be prepared to answer general event questions

Ticket Runners – 2 volunteers

Shift: 4:00 pm to 7:00pm – then move to general help until midnight

Exchange ticket bins... or take tickets to back row for sorting, entering info and filing

Info Booth – 3 volunteers

Shift: 3:30 pm – midnight

Duties: Accept donations

Provide general information: (Don't worry, we'll prepare you!)

Event information – bathrooms, sponsors, etc.

The Morgan Adams Foundation, The Children's Hospital and Foundation,

Childhood Cancer information

Help sell Concours merchandise

General Help – 12-15 volunteers

Shift: 4:00 - midnight

Duties: Bus food, drink, glasses, etc.

Empty trash

MONITOR bathrooms religiously!

Restock water and soda tubs with beverages and ice

Assist as bar-backs as needed

Check hangar floor for trash

Provide general information: event schedule, restrooms, bars, etc

Assist in setting up additional seating for live auction

Assist in the award portion of the event

Silent Auction Monitors – 10 volunteers

Shift: 4:00 – midnight

Duties: Oversee auction area – assist in maintaining courteous, honest bidding environment

3 auction item monitors – assure no items removed

3 bid sheet removers – assist monitor; at close of auction, pull bid sheets and give to runner

1 runner – take bid sheets to to check out station

3 item removers – after closing, pull items, mark with winning bid number, and store in logical, orderly fashion

At silent auction completion, all help to deliver items to the check-out area, monitor receipts for payment, and ensure guests get the proper items

Live Auction Runners/VIP Checkout Personnel – 4-6 volunteers (previously from Silent Auction Monitors)

Shift: 5:30 pm – midnight

Duties: Help “run” live auction items pre/post-auction

Assist “winners” to VIP checkout

- More details to follow via Auction Coordinator

Awards – 2 volunteers (previously from Ticket Takers)

Shift: 8:00 – midnight

Duties: Collect Peoples Choice ballots

Confer with Judges on list of award recipients

Organize trophies on back table and ready for distribution