**2019 Cars for Charity Rod & Customs Charities Car Show**

**Volunteer Job Locations & Duties**

**Questions? Call Debbie Sigman 640-1846**

 **Jeff Breault 641-1153**

**#1 position**- Southeast corner door, Expo Hall

Door Monitor. Will have hand stamp to stamp ticketed guests going out, **no** entry to non-ticketed guests/non pass holders. Use hole punch to punch car owner’s/vendor lanyards upon entry for the day.

**#2 position**- Main entrance Expo Hall (4 volunteers)

Ticket taker. Take tickets from guests, put in box (including Quick Trip tickets). Use hole punch for car owner’s/vendor lanyards upon entry. Use hand stamp for ticketed guests leaving and requesting re-entry. Position will have 4 volunteers. Biggest point of entry so keep line moving in. **Use clicker to count children under 12, hand out PEOPLES CHOICE AWARD FORM AND A PENCIL. Those leaving remind them to turn in their vote, THANK THEM FOR COMING**

**#3 position**- Main entrance, Expo Hall

Vendor Check in Door. 1 volunteer at table for car owners/vendors to enter. Use hole punch for lanyards upon entry. No entry for general public with tickets, send them to main entry. Position will also be used as an exit, stamp ticketed guests requesting re-entry. Can help at Main Entrance as needed. **KEEP THE DOORS LOCKED**

**#4 position**- Hyatt stairs, Connecting lobby (2 volunteers)

Monitor people coming down stairs and elevator from Hyatt. No entry for general public. Position will have hole punch for car owner’s/vendor lanyards and hand stamp for exiting ticketed guests**. If someone comes** **down stairs without ticket, escort them to main entrance to purchase a ticket**.

**IF THE VOLUNTEER NEEDS HELP AT POSITION 5 PLEASE HELP THEM**

**#5 position**- West Exit door Connecting Lobby

Door Monitor. Will have hand stamp to stamp ticketed guests going out, **no** entry to non-ticketed guests/non pass holders. Use hole punch to punch car owner’s/vendor lanyards upon entry for the day.Position can be very busy with guests going outside to smoke. **Escort to main doors if need ticket**

**DOUGLAS/EXHIBITION-** door/glass on north side of exhibition hall. Two people walk along the glass to make

 Sure no one is propping doors open or letting anyone in. Only ONE door for smokers to go out and you

 Let them back in. No admission in this room, they must walk around building to the main entrance.

 NO parking on Kennedy plaza!!!!!!

**Kids Zone**- Upper level Exhibition Hall, job description up there.

**Check in Table-** volunteer hall way

 Check in all volunteers, hand out volunteer t-shirts, send runners with volunteers on their way,

 Monitor the volunteer break room, clean up etc, accept the pizza deliveries etc. **NO ONE ENTERS THE**

 **VOLUNTEER ROOM WHO IS NOT A VOLUNTEER**

**Runners**- SEE BACK

**VolunteerONLY** break room is located behind volunteer check in table. Coffee, Water and food for volunteers Doughnuts available in mornings.

**Thank you SO much for volunteering your time to help this great event!!**