

# VOLUNTEER ASSIGNMENTS

## Appraiser Check in-Lounge

- Work at the Appraiser Lounge check in tables to
  - ◆ Check-in the appraisers
  - ◆ Give directions to their venues
  - ◆ Give out their Tee Shirts

## Appraiser Lounge-Food

- The breakfast and lunch for the appraisers are provide by the Convention Center
- Cleanup tables as required to make room for the next appraisers.

## Cleanup/Closing Setup/Usher

- General cleanup as required. DI Central will direct you
- Assist with closing Ceremonies setup (chairs are by the Convention Center)
- Act as ushers when we open the doors (You will be told what to do)

## DI Central - Ask Me-1st Floor

- We will have a table setup downstairs.
- We will have binder with the schedule printed in various formats
- Assist people with questions about where things are.
- We will have maps you can markup and handout.

## DI Central

- **Team Manager Check In:** Team Managers will check in when they arrive on campus. Give them their team packet that contains programs, and any other tournament information that they need. Collect any Media Release Forms and/or Declaration of Independence forms, if they were not already turned in when they registered. (THEY NEED TO HAVE 2 copies of the Declaration of Independence to turn in, 1 at their Central Challenge and 1 at their Instant Challenge).
- **Catch All.** A position that is un-assigned. This person could be assigned elsewhere is someone does not show up for a required positon.
- **Games.**
  - ◆ There will be two games.
  - ◆ The kids will return their game cards for DI central. Put them in a box.
  - ◆ Random winners will be announced at Closing
  - ◆ You could also do other things at DI Central.
- **Information:** Schedules, site maps, directions, etc. Answer questions related to the tournament and give directions.
- **Lost and Found**
- **First Aid:** Provide services as needed

# **VOLUNTEER ASSIGNMENTS**

## **Door Monitor**

- Each site will have a door monitor at the spectator entrance.
- You will close the door when the Announcer tells you too.
- You will remain outside of the venue to make sure people do not open the door during a presentation
- When the presentation is over, you can tell by the applause, you open the door.
- There will be some breaks. We will have door monitors present to make sure people do not enter to look at Appraiser information

## **Door Monitor & Cleanup**

- Along with the duties above, when the presentations are over assist with cleanup (chairs/tables by the Convention Center). The challenge master will tell what is needed.

## **Friday Setup**

- Setup the challenge sites
- Other setup as asked

## **Friday Setup - IC**

- Instant Challenges(IC) will be at a nearby Hotel using Hotel Rooms. The rooms will need some setup.

## **IC X, Escort**

- Instant Challenges(IC) check-in will be outside of the Convention Center.
- The ICs themselves will be at a nearby Hotel (to a location as directed by the IC Challenge Masters)

## **IC X, Escort/Cleanup**

- In addition to the above, assist with cleanup when ICs are done.

## **IC Check IN**

- IC Check-in will be at a location near the Convention Center.
- Check-in the teams making sure they have their Declaration of Independence.
- Hand the team off to an IC Escort (see above).

## **IC Check IN/Cleanup**

- In addition to the above, after the last team has checked-in, assist with the cleanup of the check-in site.

# VOLUNTEER ASSIGNMENTS

## Merchandise

- Help at the DI Merchandise Booth

## Merchandise/Cleanup

- In addition to the above, after the merchandises closes, assist with the cleanup of the site.

## Prep for Transport/Load truck

- Next year the tournament will be in Sacramento.
- The tournament materials will be transported to Sacramento on Sunday.
- Assist with the loading to the truck.
- Get with Shelley Larkin at DI Central for instructions.

## Prop Drop

- We have 3 separate locations for the teams to drop off their props.
- Make the cars do not stay for any length of time at the prop drop locations.
- **Remind non team members (parents) that they are allowed to carry props but they cannot assemble or repair props**

## Prop Room

- There is a large room for the teams to put together their props.
- **Remind non team members (parents) that they are allowed to carry props but they cannot assemble or repair props**

## Prop Room Monitor/Cleanup

- In addition to the above, starting at 3:00 pm, tells teams they must leave by 3:30 in order to start setup for closing ceremonies
- Do some minor cleanup of left over items.

## Saturday Morning Setup:

Final setup not completed Friday night. Could include

- Signs
- Other setup

## Security/Interference

- The convention center has requested assistance to make sure the people do not damage the facilities.

## VOLUNTEER ASSIGNMENTS

- The facility security personnel will provide detailed instructions.
- While you are walking around, watch to parents repairing props, putting together props or otherwise helping the teams (beyond just carrying things).
- **Remind non team members (parents) that they are allowed to carry props but they cannot assemble or repair props**
- If you see a parent continually interfering, please inform DI Central.

### TM Check IN

- See DI Central