

2010 Out & Equal Workplace Summit

October 5–8 in Los Angeles



Volunteer Assignments

Registration

Approximate number of volunteers needed: 15

Registration volunteer will be stationed at a computer at registration. They will greet attendees as they arrive, asking for their last name. The volunteer will look up the name on the computer, confirm their registration is correct, then print their badges and tickets and give to attendees. The volunteers must be able to answer general agenda and directional questions. A couple volunteers will be needed to edit registrations, take on site registrations and process payments. These volunteers will be given special training to do so. All of these items will be done on the on site computers within the same system. Some volunteers will be needed to hand out bags. This requires lots of standing, leaning over and lifting, and an advanced knowledge of Microsoft Office.

Welcome Reception

Approximate number of volunteers needed: 5

Welcome Reception volunteers will be positioned outside the doors to the welcome reception to greet guests and check badges.

Plenary I, II or III Set-Up

Approximate number of volunteers needed: 6

Plenary set-up volunteers will help place sponsor gifts and other small items on the tables and chairs in preparation for the Plenary.

Plenary I, II or III Door Monitor

Approximate number of volunteers needed: 10

Plenary volunteers will be positioned at one of the doors to the ballroom. When it is time, they will open the doors and welcome guests as they arrive and checking that they are wearing Summit badges. Throughout the plenary, they will take turns eating with the other plenary door people while at least one volunteer remains at each door, opening and closing it for those passing through. Volunteers will thank guests as they leave.

Plenary I, II or III Clean-Up

Approximate number of volunteers needed: 5

Clean-up volunteers will help gather all items that were not used and/or taken by guests immediately following the Plenary program.

Awards Dinner Set-Up

Approximate number of volunteers needed: 10

Awards Dinner set-up volunteers will help place programs, center pieces, and other small items on the tables and chairs in preparation for the Awards Dinner.

Awards Dinner Door Monitor

Approximate number of volunteers needed: 10

Awards Dinner door volunteers will be stationed outside one of the entrances to the ballroom to check badges and collect tickets for the Gala. Once the program starts volunteers will be stationed just inside one of the entrances to the ballroom, they will open and close doors for guests as they pass through and making sure no one enters without a 3-day Summit badge or a ticket.

Awards Dinner Usher

Approximate number of volunteers needed: 15

Awards Dinner ushers will be stationed inside one of the entrances to the ballroom to assist with seating Awards Dinner guests. Volunteers will each be given a seating map so they can answer questions if people are lost. During the Awards Dinner, some volunteers may be asked to help identify live auction bidders.

Awards Dinner Live Auction

Approximate number of volunteers needed: 10

During the Awards Dinner, volunteers will be needed to help with live auction. There could be up to 10 live auction packages. 4 Out & Equal staff people will be assigned to the front of the ballroom and the remaining staff and volunteers will be placed strategically throughout the aisles of the ballroom and taking bids from dinner guests. Detailed instructions will be given on-site.

Awards Dinner Clean-Up

Approximate number of volunteers needed: 10

Awards Dinner clean-up volunteers will help gather programs, center pieces, and other small items that were not used or taken by guests immediately following the Awards program.

Portrait Studio

Approximate number of volunteers needed: 4

Out & Equal will have a live portrait studio set up outside the ballroom where the Awards Dinner will be held. Volunteers will help collect payments from guests and give them portrait tickets.

Workshop

Approximate number of volunteers needed per session: 40

Workshop volunteers will report to their assigned workshop room at least 15 minutes before the session begins. They will check A/V and immediately report any problems to tech support, introduce themselves to the workshop presenters and record which presenters are present on your reporting form, gather any materials they may have for distribution and distribute presenters' materials. Volunteers will introduce the workshop using the script provided by Out & Equal. Once the workshop has begun, count the number of workshop participants, record this number on a reporting form and return this reporting form to the Volunteer Booth immediately after the workshop concludes.

Outie Store

Approximate number of volunteers needed: 5

The Outie Store is a booth in the Exhibit Hall where Out & Equal sells a variety of products including Out & Equal branded clothing. Volunteers will be assisting the Out & Equal staff in setting up the booth, running the booth, or tearing down the booth.

Exhibit Hall

Approximate number of volunteers needed: 4

Exhibit Hall volunteers will casually greet people as they enter the Exhibit Hall area, check to make sure they are wearing Summit badges, and answer directional questions.

Luncheons

Approximate number of volunteers needed for each luncheon: 4

Luncheon volunteers will stand at the doors, greeting lunch attendees and collecting tickets

Receptions

Approximate number of volunteers needed for each reception: 4

Reception volunteers will be positioned at the doors of the reception to greet guests and check name badges.