



## VOLUNTEER ROLES

INDUCTEE USHER: 6 Positions	3:30 – 9:30
<p><i>Prior to event:</i></p> <ul style="list-style-type: none"> <li>• Meet/greet your assigned Inductee</li> <li>• Escort Inductee to portrait sitting</li> <li>• Assist with various tasks including pinning boutonniere, finding their name tag</li> </ul> <p><i>After photo shoot:</i></p> <ul style="list-style-type: none"> <li>• Escort to the Reception area</li> <li>• Shadow Inductee throughout reception</li> <li>• Escort Inductee to processional staging area or their table at specified times (<b>seating chart and schedule will be provided</b>)</li> </ul>	
LAUREATE USHER: 10 Positions	4:30 – 9:30
<ul style="list-style-type: none"> <li>• Meet/greet your assigned Laureate</li> <li>• Assist your Laureate with their name tag and mock Laureate medal</li> <li>• Shadow Laureate throughout reception</li> <li>• Escort your Laureate to processional staging area or their table at specified times (<b>seating chart and schedule will be provided</b>)</li> <li>• Collect your Laureate's mock medal at the end of the evening</li> </ul>	
PROCESSIONAL RUNNER: 2 Position	4:30 – 9:30
<ul style="list-style-type: none"> <li>• Help coordinate the Inductee and Laureate processional (<b>list of Inductees and Laureates and stage layout will be provided</b>)</li> <li>• Assist with gathering left over programs from tables at end of the event, etc.</li> </ul>	
REGISTRATION: 6 positions	4:30 – 9:30
<ul style="list-style-type: none"> <li>• Assist with handing out name tags to attendees <b>*must be detailed oriented</b></li> <li>• Direct guests to tables, usher if needed</li> <li>• Assist with gathering left over programs from tables at end of the event, etc.</li> </ul>	



<b>HELP DESK RUNNERS: 2 Positions</b>	<b>5:00 – 9:30</b>
<ul style="list-style-type: none"> <li>• Assist with various miscellaneous tasks as needed</li> <li>• Direct guests to tables, usher if needed</li> <li>• Assist with gathering left over programs from tables at end of the event, etc.</li> </ul>	
<b>WAY-FINDER(S): 6 Positions</b>	<b>5:00 – 9:30</b>
<ul style="list-style-type: none"> <li>• Stationed at various points to direct guests to Reception area</li> <li>• Direct guests to tables, usher if needed, then take your seat</li> <li>• Assist with gathering left over programs from tables at end of the event, etc.</li> </ul>	
<b>CUE FOR SPEAKERS: 4 Positions</b>	<b>4:30 – 9:30</b>
<ul style="list-style-type: none"> <li>• Direct guests to tables</li> <li>• Cue specified speaker(s) to prepare to go to the stage just before they will be introduced <b>(seating chart and schedule will be provided)</b></li> <li>• Assist with gathering left over programs from tables at end of the event, etc.</li> </ul>	
<b>SOCIAL MEDIA CHAMPION(S) : 2 Positions</b>	<b>5:00 – 9:30</b>
<ul style="list-style-type: none"> <li>• Drive social media activity from CMHF Instagram, Twitter, FB accounts throughout reception and ceremony</li> <li>• Some training required</li> </ul>	