



VOLUNTEER ROLES

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



HELP DESK RUNNERS: 2 Positions	5:00 – 9:30
<ul style="list-style-type: none"> • Assist with various miscellaneous tasks as needed • Direct guests to tables, usher if needed • Assist with gathering left over programs from tables at end of the event, etc. 	
WAY-FINDER(S): 6 Positions	5:00 – 9:30
<ul style="list-style-type: none"> • Stationed at various points to direct guests to Reception area • Direct guests to tables, usher if needed, then take your seat • Assist with gathering left over programs from tables at end of the event, etc. 	
CUE FOR SPEAKERS: 4 Positions	4:30 – 9:30
<ul style="list-style-type: none"> • Direct guests to tables • Cue specified speaker(s) to prepare to go to the stage just before they will be introduced (seating chart and schedule will be provided) • Assist with gathering left over programs from tables at end of the event, etc. 	
SOCIAL MEDIA CHAMPION(S) : 2 Positions	5:00 – 9:30
<ul style="list-style-type: none"> • Drive social media activity from CMHF Instagram, Twitter, FB accounts throughout reception and ceremony • Some training required 	
NAME BADGE COLLECTOR + EVENT TEARDOWN : 3 Positions 5:00-9:45	
<ul style="list-style-type: none"> • Following closing remarks we ask that you stand near the exits and collect nametags from the guests in attendance as they exit. Please remind people you see with a nametag still on. • Assist CMHF Staff in packing up easels, plaques and materials. 	
WAYFINDER (HOTEL) : 2 Positions 3:30 – 9:00	
<ul style="list-style-type: none"> • Help Laureates, Inductees and CMHF Award Winners find their transportation from the hotel lobby of the Sheraton Hotel, down the street from Liuna Station. • Once all guests have been transported you will make your way to the event. 	