

VOLUNTEER ROLES

INDUCTEE USHER: 8 Positions	3:00 – 9:30
<p><i>Prior to event:</i></p> <ul style="list-style-type: none">• Meet/greet your assigned Inductee• Find your assigned Inductee's seat in the Imperial Ballroom• Escort Inductee to portrait sitting• Assist with various tasks including pinning boutonniere, finding their name tag• Reserve Inductee Volunteers to pin CMHF Awardees <p><i>After photo shoot:</i></p> <ul style="list-style-type: none">• Escort to the Reception area• Show your inductee the location of their seat so they know the location when they enter after the processional• Shadow Inductee throughout reception• Escort Inductee to processional staging area at 4:45 PM sharp (seating chart and schedule will be provided)	
LAUREATE USHER: 7 Positions	4:45 – 9:30
<ul style="list-style-type: none">• Meet/greet your assigned Laureate• Assist your Laureate with their name tag and mock Laureate medal• Show your laureate the location of their seat so they know where they are sitting when they enter the room• 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/CUE FOR SPEAKER: 3 Positions	5:00 – 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)• Work with Volunteer Coordinator (Jack Burwash) to organize the processional• Assist with gathering left over programs from tables at end of the event, etc.	

REGISTRATION: 6 positions**4:30 – 9:30**

- 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: 3 Positions**4:45 – 9:30**

- 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): 5 Positions**4:00 – 9:30**

- 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.

SOCIAL MEDIA CHAMPION(S) : 2 Positions**4:30 – 9:30**

- Drive social media activity from CMHF Instagram, Twitter, FB accounts throughout reception and ceremony
- Some training required