

## VOLUNTEER ROLES

<b>INDUCTEE USHER: 6 Positions</b>	<b>3:30 – 9:30</b>
<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>• Show your inductee to their seat so they know the location when they enter</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>	
<b>LAUREATE USHER: 10 Positions</b>	<b>3:30 – 9:30</b>
<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>• Show your laureate the location of their seat so they know where they are sitting when they enter the room</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>	
<b>PROCESSIONAL RUNNER: 2 Position</b>	<b>4:30 – 9:30</b>
<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>	
<b>REGISTRATION: 6 positions</b>	<b>4:30 – 9:30</b>
<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>	

**HELP DESK RUNNERS: 2 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): 8 Positions****4:45 – 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.

**CUE FOR SPEAKERS: 4 Positions****4:30 – 9:30**

- 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****4:30 – 9:30**

- 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**

- 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.