

LEO AWARDS 2008

VOLUNTEER JOB DESCRIPTIONS

The LEO AWARDS 2008 greatly appreciates volunteers for donating their time.

We depend on you for helping the LEO AWARDS run smoothly. If, at anytime, you feel confused about your duties, need some clarifications or are displeased with your shift schedule, please contact Mina at 604-688-3721 ext 36 or mina@events-one.com

- Please remember to be flexible as sometimes shifts might end earlier or later than scheduled and duties and positions may change. If you can not make a shift please make sure you either call or email Mina.
- Please sign in before your shift begins and also remember to sign out.

Please familiarize yourself with the following job descriptions:

- | | |
|---------------------|----------------------|
| 1) Backstage | 5) Check In |
| 2) Certificate Area | 6) Silent Auction |
| 3) Photography Area | 7) Ticket Collection |
| 4) Floater | |

1) Backstage

Two volunteers will be required backstage to participate in various duties including:

- Handing trophies to the trophy models
- Directing winners back to the photography area
- Directing wandering people, who are not suppose to be backstage
- Backstage crowd control
- Keeping inventory of trophies not picked up by winners

Volunteers will also provide general assistance in the setup and production of the event. You must be comfortable working with people and be able to handle or refer problems as they arise. Directions may be necessary so please familiarize yourself with the venue.

2) Certificate Area - Nominees

Volunteers will hand out certificates to all the nominees. You will be required to ask for their name and one piece of identification and cross their name off a provided list.



3) Photography Area - Winners

Volunteers will be required to greet winners and direct them to the photography area. Volunteers will also assist the photographer in various duties and assist winners in any paperwork, such as address information for plaque delivery.

Volunteers will also hand out winners' certificates. Please ensure winners sign off on their certificate pick up.

4) Floater

Volunteers may do any of the jobs listed or running errands and completing duties according to need. Volunteers will need to be able to control crowds to ensure people are moving smoothly throughout the venue. Volunteers will also greet and provide information and directions, answer questions and monitor crowd flow.

Volunteers must be comfortable working with people and know how to handle or refer problems as they arise. Directions may be necessary so please familiarize yourself with the venue. Please wear comfortable shoes as most of the evening will be spent on your feet.

5) Check In

- a) General Check In**
- b) Nominee Check In**

Volunteers will be asked to participate mainly in greeting guests. Guests will be asked to pick up their tickets in advance, however history tells us that most will not. In that case, please direct people who have purchased tickets and not yet received them to the will call desk.

Duties will include:

- Everybody must check in. It is imperative for us to know if who is in attendance. A list will be provided and you will be asked to record their name once they have checked in.
- If they do not have a ticket please direct them to the will call desk. No one will be admitted without a ticket.
- Please remember to smile at all times, be polite and have fun.

c) Media Check In

Volunteers will be asked to greet the media and take down the names of the representative reporters of newspapers and broadcasting stations.

6) Silent Auction

Volunteers will have duties that may include:

- Making sure auction tables are not cluttered.
- Alerting hotel staff to clear glasses and food from auction tables.
- Making sure each auction item has a bid sheet and new bid sheets are placed as they fill up.
- Making sure successful bid sheets are placed with the item when bids close to allow bidders to bring them to the claim desk.
- Making sure claim sheets are left by the item after a bid closes.
- Maintaining a presence at the auction tables to answer any questions and oversee the items.

7) Ticket Collection

As a ticket collector, you will have the most contact with guests. Please greet all arriving parties by saying "Welcome to the Leo Awards 2008 Enjoy your evening."

Ticket collection for all guests is mandatory and will consist of tearing off the perforated edge and placing it in a receptacle. Make sure to tell anyone who is leaving the area that they must have a stub to be allowed back into the event. NO EXCEPTIONS.

After the event has started, two people will remain at the entrance to verify no one is entering without a ticket. Remember to always smile, be polite and have fun. Directions may be necessary as people, so please familiarize yourself with the venue.