

**OUR COMMUNITY SALUTES OF GREATER CHARLOTTESVILLE
RECOGNITION CEREMONY—APRIL 30, 2016**

Page 1

Volunteer Needs-This is NOT all-inclusive

Would love to have a *Volunteer Coordinator*-to manage all those below!

Prior to April 30

Recruiter Contact

One or two volunteers to call the recruiters at various benchmarks to ensure they are on track for the deliverables

Printing Requirements

One volunteer to work with PrintSource on invitations and program. Drop off camera ready proofs, pick up product. Deliver programs to Lane Auditorium on 30 April NLT 9 AM.

Invitation Follow-up

One person (or a team) to monitor the Evite, answer questions, provide RSVP numbers at various points of time

Distinguished Visitor

One or two people to serve as point of contact for Congressman Hurt's Office; work the Congressional Record Certificates and serve as escort officer to Congressman and his party (if any) on April 30

April 30-Date of Event

2 people to work registration-RSVPs (Family of recruits only); need to be at Lane Auditorium at 9:15 AM

4-6 People to hand out programs at three entry doors (plus balcony, if needed) to Lane Auditorium; need to be at Lane Auditorium NLY 9:15.

3 people to set up reserved seating location, usher people into auditorium, make sure no one sits in reserved seating, make sure no food or drink in auditorium. May need 1 more for balcony upstairs if we need the overflow

1 person to escort winner of The General Colin L. Powell Service Award

1 person to serve as liaison with Greg Thomas, Music Director of Albemarle High School Jazz Band

1 person (total 5) assigned to each one of the service components (Army, USMC, Navy, Air Force, National Guard); meet the recruiter and his/her recruits, get them in position, provide last minute instructions, give each recruit a program, etc. Once seated in the auditorium, assignment ends.

4 people to assist in set up of food distribution and eating rooms

**OUR COMMUNITY SALUTES OF GREATER CHARLOTTESVILLE
RECOGNITION CEREMONY—APRIL 30, 2016**

Page 2

4 people to assist in distribution of food, collection of food tickets

3 people to do crowd control after ceremony –(a) recruits and family to collect lunch/drink and then either to go outside or to one of the “eating conference rooms” (b)remaining guests will be offered beverages and then they leave

5 people to stay after everyone leaves and police up the area- inside and out

*Volunteers may do multiple duties if there is no time overlap.

*This list is not all inclusive; more opportunities will likely arise

If you would like to assist us, please respond to this email to Lettie Bien at lettiebien@gmail.com