

Community Expo & Career Fair

VOLUNTEER INFORMATION SHEET



MISSION

"The Greater CWC Chamber and Visitor Programs is hosting a Community Expo and Career Fair on August 17th at Stone River from 10 am to 2pm. You don't know what you don't know and the Chamber wants to invite you to a free event showcasing the great things our community has to offer. From services provided by your local business community to tourism programs and activities in the area. City organizations will be present as well so you can learn more about what is happening in your community, see how you can get involved, and so much more! We will have over 40 exhibitors with us and look forward to seeing you there!"

VOLUNTEER SHIFTS/DUTIES

7:00 TO 10:00 AM

Set up Team: (3 people needed)

Ensure tables are arranged according to layout, 2 chairs per table, cocktail tables and rounds appropriately staged, show exhibitors to their assigned space and assist with set up and load in as needed.

Registration/Check In Team: (2 people needed)

Check in exhibitors, direct exhibitors to assigned space, if assistance is needed, direct them to set up team lead.

Registration materials and venue maps will be provided. Exhibitors will be given nametags and/or wristbands.

Parking attendant Team: (2 people needed)

Keep traffic from getting congested at entrances. Help exhibitors unload cars and ensure a smooth flow of traffic. Encourage exhibitors to park in nearby lots to save space for attendees.

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9:30 AM TO 2:30 PM

Hospitality Team: (2 people needed)

Check on exhibitors to ensure a smooth flow of events, report any issues/questions to Christina.

Registration/Check In Team: (2 people needed)

Man the registration desk throughout event, answer any questions, tell folks about the event, collect information from attendees, etc.

Chamber Table: (2 people needed)

Share information about the Greater CWC Chamber and its businesses, share upcoming events such as Parade Day and Rhythm on the River.

2:00 TO 5:00 PM

Flip Team: (5 people needed)

We need some folks to help make magic happen - we need to assist exhibitors with breaking down their spaces so we can flip the layout for the Chamber "Un"Gala. Must be able to move tables and chairs.

Decor Team: (4 people needed)

Assist with decorations for the 80s theme "Un"Gala to begin at 5:30 pm. Directed by Sponsorship Coordinator, Hallie. Items such as linens for tables, set up signage, balloons, etc.

Registration/Check In Team: (2 people needed)

Set up registration/check in table for "Un"Gala. Pack up and organize items from Expo and reset lobby. If you would like to stay and work the registration table during the event, that opportunity is available as well.