



Volunteer Area Descriptions

Conference Bookstore:

Pre or Post Conference Set-up Team - Volunteer will pack and unpack boxes.

At Conference - Assist Conference attendees with finding books and/or working the cash register/credit card machine at check-out.

Exhibitors:

Assist Coordinator with Pre-Conference Setup, Greeting, Sign in, Hotel/Conference Logistics, and Badge Correction.

Facilities:

Pre and post conference - Set-up and breakdown registration, workshop rooms, and general sessions; inventory equipment and supplies at ministry office.

During conference - Set-up and breakdown registration, workshop rooms, and general sessions.

General Session Setup (Program):

Assist general session speakers & monitor general sessions.

Hospitality:

Greet guests and provide directions.

Prayer Warriors:

Pre conference - Pray specifically for conference needs.

During conference - Pray daily at the conference site for every aspect of the conference.

Registration / Tracking:

Pre and post conference - Assemble information packets, data entry, & telemarketing.

At conference - Register, confirm, and check in conference attendees.

Security:

Secure and monitor conference sessions

Transportation:

Safely transport conference attendees between The Fairmont and Sheraton hotels to attend workshops and other events. Must have valid driver's license and be able to operate a 15 passenger van.

Workshops:

Monitor entrance to workshops; check attendees' name badges; distribute, collect, and assess evaluation forms; validate certification forms; and take head-count of attendees.