

2017 Convention Volunteer Activities

Select volunteer activities you wish to perform and return to Dr. Kammie Richter, 4540 E 2000 North Rd, Fithian, IL 61844-5090, execassistlambdast@gmail.com

Name _____ Chapter _____ # _____

E-mail _____ Phone _____

Greeter –greet/assist members/guests in hotel foyer/registration area

Friday _____ 4:00-5:00 PM _____ 5:00-6:00 PM _____ 6:00-7:00 PM
Saturday _____ 7:00-8:00 AM _____ 11:30 AM-1:00 PM _____ 2:45-3:00 PM
Sunday _____ 8:00-9:00 AM

Registration Assistant – distribute convention materials (book/nametag/tickets)

Friday _____ 4:00-5:15 PM _____ 5:15-6:30 PM _____ 6:30-7:45 PM _____ 7:45-9:00 PM
Saturday _____ 7:15-8:00 AM _____ 1:45-3:00 PM _____ 5:45-7:00 PM
Sunday _____ 7:15-9:00 AM

Workshop Convener –introduce speaker, complete/distribute materials as needed

Friday _____ 8:30-9:30 PM
Saturday _____ 3:00-4:00 PM _____ 4:10-5:10 PM

Stair Assistant – assist those climbing steps to platform

Saturday _____ 8:30-11:30 AM _____ 11:40 AM-12:00 PM _____ 2:00-2:45 PM _____ 6:30-6:45 PM
General Business Meeting PM Luncheon Banquet
Ex. Board Meeting
Sunday _____ 9:00-11:30 AM
Breakfast

Page – assist at floor microphone, distribute materials as needed

Saturday _____ 8:30-11:30 AM _____ 11:40 AM-12:00 PM
General Business Meeting Ex. Board Meeting

Table Hostess – collect meal tickets, facilitate introductions at table

Saturday _____ 1:15 PM _____ 6:30 PM
Luncheon Banquet
Sunday _____ 9:00 AM
Breakfast

Centerpiece Placement/Favor Assistant – place items on tables

Saturday _____ 12:30 PM _____ 6:00 PM
Before Luncheon Before Banquet
Sunday _____ 8:30 AM
Before Breakfast