

JOB DESCRIPTIONS FOR NIGHT TO SHINE VOLUNTEERS

BUDDY TEAM: Accompany and assist your assigned guest throughout the evening. Provide companionship, have dinner, engage with them in conversation, dance, visit all the fun areas like the photo booth, karaoke, hair and make-up station, shoeshine station, and limo rides. Your job is to have fun and make it a special night for your guest.

COAT CHECK TEAM: Greet guests, take their coats, label them and hang them. As guests leave, retrieve their coats. The coat check area can also serve as a lost and found at the end of the evening.

CORSAGE TEAM: Assist with the setup of corsages and boutonnieres that evening. Help guests select and pin on their flowers.

DECORATING TEAM: Assist in decorating and creating a beautiful space prior to the event. If you would like to attend the prom we will move you to the floater team (or team of your choice) for that evening.

FLOATER TEAM: Constantly “float” around the event space, assist anywhere an extra hand is needed.

GUEST CHECK-IN/WELCOME TEAM: Warmly greet guests, sign them in, give them their name tag or lanyard, answer any questions they may have and direct them to the next area. During the event, you can mingle throughout the dance floor and stations. At the end of the event, you will help distribute the gift bags to the guests.

HAIR AND MAKE-UP TEAM: Welcome each guest to a seat for hair and make-up pampering. Chat with them while you pamper them and make them feel special.

KARAOKE TEAM: Participate in karaoke excitement with the guests. Encourage them and maintain a fun atmosphere.

MEDICAL TEAM: Assist EMT personnel at the event by providing basic first aid and care for any medical needs or emergencies.

PARKING TEAM: Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes. Assist guests as they exit vehicles and help them find the registration area. Be available as guests return to their vehicles following the event.

PHOTOGRAPHY TEAM: Take photographs throughout the evening and upload them after the event.

RED CARPET/PAPARAZZI TEAM: Treat honored guests like celebrities and VIPs as they walk down the red carpet. Manage flow and traffic and cheer them on to make them feel welcomed and special.

RESPIRE ROOM TEAM: Love on the parents/caretakers by serving food, spending time getting to know them and being available to pray with them.

SECURITY TEAM: Walk around and monitor the main event space and outdoor areas, making sure exits are not blocked and all areas remain wheelchair accessible.

SENSORY TEAM: Spend time with guests who may have become over-stimulated on the dance floor or in other areas of the prom. Interact with them by participating in sensory activities, singing or listening to calming music or simply providing them with some quiet time to help reduce stress and anxiety for the honored guests.

SET-UP/CLEAN-UP TEAM: Arrive at the designated time and execute event set-up, connect with DJ, audio/visual, activity and parking teams to ensure they have everything they need. After the event, take down decorations, tables, chairs, etc. and clean up the event space

SHOESHINE TEAM: Welcome each guest to a seat for a shoe shine. Chat with them while you pamper them and make them feel special.

VOLUNTEER REGISTRATION TEAM: Warmly greet volunteers, sign them in, give them their name tag or lanyard, answer any questions they may have and direct them to the next area. After registration, you can help get the crowns and the tiaras distributed to the buddies for the crowning ceremony and then mingle and assist where needed throughout the event.