



Volunteer Needs

2008 May Day Activities

| Kickoff Barbeque at Kiener Plaza | |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <i>Friday, April 25, 2008</i> | |
| <i>Begins 10:00 am</i> | |
| Volunteer Duty | Number of Volunteers Needed |
| Servers | 16 |
| <i>Place food in trays</i> | |
| Cashier | 4 |
| <i>Accept payments of food purchased.</i> | |
| Order-Takers | 4 |
| <i>Take customer orders.</i> | |
| Clean-Up | 8 |
| <i>Clean up trash at barbeque site before, during and after event.</i> | |
| Set-up | 8 |
| <i>Help to set up tables, chairs, and accessories for event.</i> | |
| Break-down | 8 |
| <i>Help to break down tables, chairs and accessories of event.</i> | |
| Lifters | 6 |
| <i>Help to lift heavy equipment needed for event (ie: grills).</i> | |
| Meat Cutters | 4 |
| <i>Help to cut meat for barbeque.</i> | |
| Cooks | 6 |
| <i>Help to cook food for purchase at the barbeque.</i> | |
| Meat Carriers | 6 |
| <i>Help to carry meat.</i> | |
| Driver Team #1 | 4 (1-driver, 2-4 lifting, hauling, setting-up) |
| <i>Drive Agency van in running assigned errands and accompanying duties between the Agency and event site.</i> | |
| Driver Team #2 | 4 (1-driver, 2-4 lifting, hauling, setting-up) |
| <i>Drive Agency van in running assigned errands and accompanying duties between the Agency and event site.</i> | |

Soiree

Friday, May 16, 2008

Dinner begins 6:00 pm

| Volunteer Duty | Number of Volunteers Needed |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Reception | 6 (3-corsages, 2-guides, 1-greeter) |
| <i>Help to pin corsages, help to greet and guide/direct attendees.</i> | |
| Registration | 6 minimum |
| <i>Help to register attendees.</i> | |
| Greeters | 6 (4-inside, 2-doorway) |
| <i>Help to greet attendees and pass out additional programs at the entrance of the ball room, as well as inside the ball room.</i> | |
| Decorators | 4 |
| <i>Help to decorate the ballroom.</i> | |
| Escorts | 30 (1 per advocate) |
| <i>Escort advocate honorees of the evening.</i> | |

Gospel Celebration

Saturday, May 17, 2008

Begins 6:00 pm

| Volunteer Duty | Number of Volunteers Needed |
|------------------------------------------------------------|-----------------------------|
| Ushers | 8 |
| <i>Help to usher attendees to their seats.</i> | |
| Assistants | 3 |
| <i>Assist coordinator with taking names of performers.</i> | |

Parade along Market Street in downtown St. Louis

Sunday, May 18, 2008

Begins 1:00 pm

| Volunteer Duty | Number of Volunteers Needed |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Vendor Runners | 8 (based on 4 booths) |
| <i>Help to assist needs of the Agency Booths at parade.</i> | |
| Set-Up | 8 (based on 4 booths) |
| <i>Help to set up Agency booths at parade.</i> | |
| Break-down | 8 (based on 4 booths) |
| <i>Help to break down Agency booths at parade.</i> | |
| Lifters | 8 |
| <i>Help to lift heavy equipment needed for parade.</i> | |
| Vendor Check-In | 6 |
| <i>Help to sign vendors in upon their arrival.</i> | |
| Agency Booth Operators | 8 |
| <i>Operate Agency vendor booth during the Parade.</i> | |
| Order Takers | 4 |
| <i>Take orders for food at Agency booth.</i> | |
| Cashier | 2 |
| <i>Take payment for food purchased at Agency booth.</i> | |
| History gatherers (preferably journalism and film professionals and/ or students) | 12 |
| <i>Help to record history by interviewing, taking pictures, and video taping parade participants and attendees</i> | |
| Parade Marshal | 12 |
| <i>Provide direction to Parade participants.</i> | |
| Shuttle Drivers | 2 |
| <i>Transport Soiree advocates from the parade back to the Agency in Agency vans.</i> | |
| Driver Team #1 | 4 (1-driver, 2-4 lifting, hauling, setting-up) |
| <i>Drive Agency van in running assigned errands and accompanying duties between the Agency and event site.</i> | |
| Driver Team #2 | 4 (1-driver, 2-4 lifting, hauling, setting-up) |
| <i>Drive Agency van in running assigned errands and accompanying duties between the Agency and event site.</i> | |
| Total Volunteers Needed | 227 |

Approximate numbers listed