

Jim Brandenburg and Michael Monroe  
Conservation Through the Lens  
An Evening of Photography and Music

**EVENING PROGRAM**

**WEDNESDAY, October 12, 6:30 p.m. – 9 p.m.** (doors open at 6pm, there will be an intermission)

**POSITION**

**Setup/Cleanup (3 positions available)** *version 7.27.16*

**MANDATORY PRE-POSITION TRAINING:**

**Tuesday, October 11, 5 p.m. – 5:30 p.m.**

**TIMES REQUIRED FOR THIS POSITION**

WEDNESDAY, October 12

10 a.m – 3 p.m. (setup) AND

9 p.m. – 10:30 p.m. (cleanup)

Each Setup/Cleanupvolunteer is responsible for setup AND cleanup times.

**OPTIONAL TIMES FOR THIS POSITION**

Tuesday, October 11, 1 p.m. – 4 p.m. (prep day)

**SKILLS REQUIRED**

- \* Must have successfully completed a background check and be registered as an Arboretum volunteer.
- \* Organized
- \* Detail oriented
- \* Ability to read and follow diagrams
- \* Ability to stand/walk for up to 4 hours at a time
- \* Ability to lift and move up to 20lbs, items including but not limited to tables, chairs, stanchions, backdrops, etc.

**BENEFIT**

**One complimentary seat per each of the 3 volunteers**

(Volunteers for this position will be seated at the rear of the auditorium.)

**\*\*\*\*\*Duties on next 2 pages\*\*\*\*\***

## **DUTIES**

### **10 a.m.**

- \* Use diagram, seating chart, and roster to place assigned name cards on all chairs
- \* Neatly set other items as designated on each chair
- \* Label rows of chairs as instructed (likely by taping laminated labels to the carpet or onto chairs, TBD)
- \* double-check all work: each row and seat should be checked and confirmed as correct.

### **2 p.m.**

- \* Set up photo opp backdrop and queue for Jim Brandenburg outside gift store area according to diagram. Make sure that the background is straight and neat as well as the tablecloth. Make sure that it is not blocking entrance/exit to the Gift Store. Diagram for placement will likely be provided
- \* Set up table and queue area for Michael Monroe in the Great Hall, near the Membership desk area. Make sure it is not blocking the Membership Desk, as that area will likely be staffed. Diagram for placement will likely be provided

### **3 p.m.**

Go home and relax or stay and help in other ways!

### **6:30 p.m. – 9 p.m.**

Enjoy the performance

### **9 p.m.**

- \* Clean all miscellaneous papers, food, trash out of the auditorium, Reedy Gallery and Great Hall.
- \* remove all row labels (to the carpet or onto chairs, TBD)
- \* Gather all non-disposable catering items in one area for the catering team to easily remove.

### **9:30 p.m. – 10:30 p.m.**

- \* As lines dissipate, collapse stanchion lines and place stanchions out-of-the way by the elevators
- \* Fold up tables as they are finished and place out-of-the way by the elevators
- \* Gather and put away other items from the signing areas: tablecloths, backdrop, pens, etc
- \* Return any unused books to the bookstore
- \* Other miscellaneous duties as assigned

## **OPTIONAL PREP DAYS**

Tuesday, October 11, 1 p.m. – 4 p.m. (prep day)

Wednesday, October 12, 11 a.m. – 5 p.m. (prep Day)

Duties as assigned to help the Arboretum prepare for this exciting event!

Duties may include:

- \* laminating
- \* taping
- \* Assembling name badges or packets
- \* Copying
- \* Organization registration lists
- \* Cross-checking data
- \* Making signs