

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

Registration/Brandenburg Signing Line (3 positions available)

version 7.27.16

MANDATORY PRE-POSITION TRAINING:

Tuesday, October 11, 6:15 p.m. – 7 p.m., Visitor Center Great Hall

TIMES REQUIRED FOR THIS POSITION

WEDNESDAY, October 12

5:00 p.m. – 7:15 (Registration) AND

8:45 p.m. – 10:15 p.m. (Signing line)

Each Registration/Signing Line volunteer is responsible for BOTH shifts, registration AND signing line.

OPTIONAL TIMES FOR THIS POSITION

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

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

SKILLS REQUIRED

- * Must have successfully completed a background check and be registered as an Arboretum volunteer.
- * A friendly, welcoming smile!
- * Ability to stand/walk for up to 1.5 hours at a time
- * Ability to organize people and have a friendly yet authoritative demeanor

BENEFIT

One complimentary seat per each of the 3 volunteers

(All three volunteers will be seated at the rear of the auditorium.)

*****Duties of this position on following pages*****

DUTIES

5:00 p.m. – 7:15 Registration (performance begins at 6:30pm)

5pm

- * assign one of the 3 volunteers to act as lead communicator with Arboretum staff, as needs arise.
- * Station yourself at the Registration tables located in the Great Hall. You will each be assigned to greet and “register” 1/3 of the alphabet by last name.
- * Greet all attendees with a warm welcoming smile.
- * As people arrive, ask them the last name that the registration was under, and check them off alphabetically on your registration list.
- * Make sure each person (or group of people) has their assigned seats (rows and numbers) with them, either on a pre-printed ticket from home, or on a page that you give them.
- * Proactively offer information on where to find beverages, restrooms, gift shop, sales/signings from performers, and any other questions they may have.
- * Alert an Arboretum staff member of any problems or discrepancies you may experience with seating. (Do not move seats or offer any alternatives yourself)
- * Stay focused on greeting the customers; keep non-event conversation between volunteers to a minimum

7pm

- * Compile all 3 checked-off attendance lists into one master list and turn that list in to an Arboretum staff member.
- * Orient yourselves and prep for the signing line, after the performance.

7:15 p.m.

Quietly (open the door quietly and shut it quickly) take your seats for the performance at the rear of the auditorium. Don't worry, you'll only have missed a portion of the music...Brandenburg won't begin speaking until later.

8:50 p.m. – 10 p.m. Signing line **(performance ends at approx. 9 pm, signing from 9 – 10pm)**

8:50pm (or earlier if the performance ends early)

- * Quietly sneak out the back doors to prep the signing area. Only open the door as wide as you need, to not disturb the performer nor the audience.
- * Make sure the signing table is neat and ready for Jim Brandenburg.
- * Make sure the backdrop (if there is one) is straight and sturdy
- * Make sure the tablecloth is straight
- * Make sure there are pen(s) on the table for signing
- * Arrange the stanchions for best line/customer flow, leaving adequate room for the “Photo Op Photographer”.
- * Make sure that neither you, nor the line, blocks the entrance/exit to the gift shop!

- * Proactively offer information on where to find beverages, restrooms, gift shop, sales/signings from performers, and any other questions they may have.
- * When the performance ends, guide attendees into the queue in an orderly fashion.
- * Assign each of yourselves to one of the 3 positions below: Front of line, End of line, Expediter.

9pm – 10:15pm

FRONT OF LINE

Hold the front of the line and wait until Brandenburg is ready for the next signing before releasing the next person/group of people. Keep people in line happy and entertained.

END OF LINE

Manage the end of the line and make sure it stays orderly and does not block the gift shop. {Re-}arrange stanchions as necessary. Keep people in line happy and entertained.

EXDPEDITER

Stand to the side of the signing table and after the signing/photo op, quickly and efficiently guide each person/group of people away from the signing area. Tell them how/where they will be able to find their photo op pictures by handing them a piece of paper (to be provided by the photographer)

10pm – 10:15pm

- * Help with cleanup of the signing area: remove tablecloth, fold up backdrop, throw away trash, return pens, take down stanchions and place together out of the way, other 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