

Job Description for Registration Desk Volunteers

1. The days we need assistance are:
 - a. Tuesday afternoon May 9, 2017 from 2:00 PM to 4:00 PM (Orientation on activities listed below and assisting in setting up Registration Area.)
 - b. All day Wednesday May 10, 2017 from 9:00 AM to 5:00 PM
 - c. All day Thursday May 11, 2017 from 9:00 AM to 5:00 PM
 - d. All day Friday May 12, 2017 from 9:00 AM to 5:00 PM
2. They should report to me at 2:00 PM on Tuesday afternoon and at 8:30 AM on Wednesday thru Friday for daily briefings and updates.
3. I will be their main Point of Contact and Gene Bland will be my assistant for the Registration Area.
4. I will be found every day in the Executive Conference Room/TOC (Tactical Operations Center) on the 2nd floor of the downtown Sheraton Hotel within 60 feet of the Registration Area.
5. They will be working the Registration Desks for the incoming Reunion Attendees:
6. The Volunteers will be seated at the Registration Desks in an open area on the 2nd floor of the Sheraton Hotel.
7. We will have 3 Lines set up in front of the 3' x 6' folding tables, starting with 3 Lines on Wednesday morning and probably decreasing to 2 lines by Friday afternoon.
8. The 3 Lines will be set-up on Wednesday to sign in Attendees who have pre-registered and pre-paid somewhat like the following:
 - a. Line 1- last names beginning with A thru G
 - b. Line 2- last names beginning with H thru N
 - c. Line 3- last names beginning with O thru Z
9. Each Line/Registrar will have their respective sign-in Roster alphabetized by last name.
10. Each Line/Registrar will have a Plastic Tray(s) containing that Line's pre-packaged Badge Holder, Name Tag & Admission Tickets.
11. Each Line/Registrar will check off each Attendee one by one on their respective sign-in Roster. (Each Line will have a printed sign-in roster listed by last name in alphabetical order.)
12. Each Line/Registrar will give each Attendee a Badge Holder containing their respective Name Tag and with Admission Tickets they prepaid. (These will already be assembled in advance on Sunday afternoon by our Reunion Team.)
13. Each Line/Registrar will give each Attendee a USAA blue canvas bags with carrying straps already containing a 2017 Reunion Brochure and various maps and brochures your office will be providing. (These USAA "Goodie Bags" will be pre-packaged on Sunday afternoon by our Reunion Team.)
14. A Reunion Team Member will be available to assist the Volunteers and help answer any questions.
15. A Separate Line will be set-up for those Attendees who have **NOT** pre-registered, pre-paid or wish to purchase additional Admission Tickets.
16. Lunch Breaks, etc. will be arranged for the Volunteers.
17. Volunteers will be given free access to our Saturday Evening Banquet at the Cox Convention Center.
18. Each Volunteer will be given a distinctive Badge Holder with their Name Tag.