

Night to Shine Job Descriptions

PRE-EVENT VOLUNTEER POSITIONS

- (3) **Alterations**- January 10, 2025 Seamstresses needed to fit, pin, and alter gowns chosen by our guests at the Dress Boutique and make arrangements that day for pick-up.
- (6) **Dress Boutique**- January 10, 2025 women to assist female guests in choosing formal wear and jewelry for the event.
- (4) **Men's Shoppe**- Men to help male guests select tuxedos.
- (8) **Crafty People/Artists/Designers**- Create, put together decorations and centerpieces. Dates and times to be decided by participants.
- (10) **Decorating Committee**- Decorate the venue during the day on February 6 and 7, 2025.

EVENT VOLUNTEER POSITIONS

- (135) **Buddy**- Accompany assigned guest throughout the evening; provide any assistance needed, companionship and encouragement. Must be at least 16.
- (4) **Buddy Check-In**- Greet and check in buddies. Direct them to the location to wait for their guest.
- (2) **Calligraphers**- Write guests' names on the back of display hearts. You do not need to be a professional.
- (4) **Coat Check**- Greet guests; check-in/check-out coats for guests and buddies throughout the evening.
- (2) **Gift Table**- Hand out gift bags to guests at close of event.
- (4) **Guest Flower Cart**- Move flower cart through the venue helping guests choose and pin on corsages and boutonnieres at beginning of event.
- (6) **Guest Check-In**- Warmly greet and welcome guests, sign them in, and direct them to where they will meet their buddy.
- (5) **Karaoke- Set-up/Break-down**. Help guests select songs, announce singers, and monitor room.
- (4) **Limousines Assistant**- Assist guests and buddies as they enter and exit limousines and keep them entertained as they wait in line.
- (2) **Medical**- Medically trained personnel to be available throughout the evening to assist with basic first aid, medical needs, or emergencies.
- (10) **Paparazzi/Runner**- Cheer guests on as they enter the facility, dance, and walk the red carpet. Several will double as runners.
- (4) **Parking**- Direct parking and traffic for easy vehicle entry and exit.

- (2) **Portrait Assistant**- Place guest portraits in frames.
- (4) **Photographer**- Circulate and take photos throughout the event. Send photos to photograph coordinator.
- (3) **Red Carpet**- put crowns together; crown guests as they are announced for the red carpet; and cheer on our kings and queens.
- (2) **Salon Greeter**- Greet and direct guests to available services in the Beauty Salon, in order of arrival.
- (4) **Security**- Security Professionals to circulate throughout the evening.
- (4) **Salon Hair Stylist**- Professional stylists to chat with and style hair in the Beauty Salon.
- (4) **Salon Make-Up Artist**- Professional make-up artists to chat with and apply make-up to our guests in the Beauty Salon.
- (4) **Nail Technician**- Chat with guests as you paint their nails in the Beauty Salon.
- (4) **Shoe Shine**- Chat with male guests as you shine their shoes and make them feel special.
- (8) **Tear Down**- Assist with clean-up.
- (4) **Volunteer Check-In**- Greet volunteers, check them in, and direct them to their specified work area.
- (2) **Volunteer Meal Assistant**- Greet Volunteers and keep the volunteer dining area clean.
- (20) **Wait Staff**- Greet and show guests to their tables; refill drinks and clear tables; and assist with clean-up.