

Volunteer Sign Up Sheet

2023-01-22

TASK	RODARAMA TASKS DESCRIPTION	CONTACT FOR QUESTIONS	Cell #	Volunteer Name (s)
1	Site Setup (5) Help set up tables for Front Door Entry, raffle prizes and engine/transmission, and t-shirt sales area, MSRA trailer, registration area, a chair by back door where a volunteer will sit, exhibitor/vendor seating area, Face Painting area, and other tasks as requested.	Gary Farkas		
2	Participants' Parking (24) Assist exhibitors and vendors to park in their appropriate spots in the venue.	Gary Farkas		
3	Registration (7) Distribute participant envelopes to the car show vehicle owners.	Tina Demmers / Ralph Thomas	204 298 5725 / 204 802 1474	
4	Hospitality (19) Be the friendly MSRA host(s) to people wearing wristbands. Put out whatever food items are decided upon and ensure that coffee and other beverages are in ample supply; ensure the area is kept clean and tidy; remind people that food needs to be consumed in the Hospitality area; and monitor capacity if there is a maximum number.	Don McLean	204 771 2456	
5	Front Door Security (17) Ensure that anyone entering the venue is wearing their wristband or their hand has been stamped. The stamp colour changes daily.	Kathy Milne / Tina Demmers	204 963 2085 / 204 298 5725	Lyle & Dan Dunsmore Dave Milne
6	Front Door Payment (26) Shared tasks: collect cash or credit/debit card payments for entry fees, accept day passes, stamp individuals who pay or have passes, and count number of people using a clicker. Karn Sandy will provide instruction on the credit/debit card machine.	Karn Sandy	204 795 8710	
7	Back Door Security (11) Ensure that no one without a wristband or lanyard <u>enters</u> the premises from the back door.	Kathy Milne / Tina Demmers	204 963 2085 / 204 298 5725	
8	Tickets/Merch Sales (20) Sell tickets on the basket raffles, fridge, engine and transmission, and t-shirts. This will involve using a credit/debit card machine. Either Jill Hutchinson or Flo Hamilton will be available to give instruction on the credit/debit card machine.	Jill Hutchinson / Flo Hamilton	204 470 4953 / ???	
9	Outside Parking (14) Working with others, direct car show attendees to the appropriate parking space - handicapped, Car Corral, MSRA volunteer parking, and general parking.	Dennis Atamanchuk		

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10	DJ/Announcements (2) Musical and other entertainment (such as Trivia Contests) and make announcements of sponsors and other information, as required.	Adrien Poirier	204 345 9230	Adrien Poirier / Don McLean (Backup)
11	Overnight Security / Ballot Counting (6) Ensure that vehicles and all property on site is secure over night from the time the car show closes until the venue opens the next morning. Count and record the "People's Choice" ballots and place the day's counted ballots and the	Kathy Milne / Tina Demmers	204 963 2085 / 204 298 5725	
12	Car Corral Assist to direct vehicles into the Car Corral, have the drivers fill out the information sheet, and provide security for the area.	Dennis Atamanchuk		
13	Face Painting (1) Entertain the children (young and old) with face painting.	John McCreanor / Tom Hancock	204 793 2222 / 204 981 4251	Roberta Beach
14	Photography for Peoples Choice Board (1) Take photographs of the participants' vehicles and provide them ahead of the opening night of the car show so that they can be displayed to attendees voting for their favourite vehicle.	Marcia Galvin		Marcia Galvin
15	M/C for Award Ceremony (1) Coordinate the Awards Ceremony including vehicle awards, presentation of bicycles, and other announcements, as appropriate.	Robbie Swaffer	204 792 3247	Bill Towes
16	Awards Photography (1) Take photographs of the winners of the various car show awards, the presentation of bicycles, and other newsworthy things that occur during the awards ceremony.	Marcia Galvin		Marcia Galvin
17	Venue Departure coordination (2-4) Ensure the orderly exit of participants from the venue at the end of the car show.	Gary Farkas / Dennis Atamanchuk		
19	Site Tear-Down (2) Help to disassemble all the equipment, banners, and furnishings which were initially set up and pack them away in the appropriate places.	Gary Farkas		