

Volunteer Sign Up Sheet

2024-02-04

TASK		RODARAMA TASKS DESCRIPTION	CONTACT FOR QUESTIONS
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.	Ralph Thomas
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
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.	Tina Demmers
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.	Sue Woodward
7	Back Door Security (11)	Ensure that no one without a wristband or lanyard <u>enters</u> the premises from the back door.	Tina Demmers
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
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
10	DJ/Announcements (2)	Musical and other entertainment (such as Trivia Contests) and make announcements of sponsors and other information, as required.	Adrien Poirier
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 count tally in a designated place bag for pick up in the morning.	Tina Demmers
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	Ballot Counting (7)	Monitor the People's Choice bucket; count and record the "People's Choice" ballots and place the counted ballots and the count tally in a designated place bag.	Tina Demmers
14	Face Painting (1)	Entertain the children (young and old) with face painting.	Fraser Woodward / Jim Hamilton
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
15	M/C for Award Ceremony (1)	Coordinate the Awards Ceremony including vehicle awards, presentation of bicycles, and other announcements, as appropriate.	Robbie Swaffer
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

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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