

Volunteer Sign Up Sheet

1/07/25

TASK	RODARAMA TASKS DESCRIPTION	CONTACT FOR QUESTIONS
Site Setup	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
Participants' Parking	Assist exhibitors and vendors to park in their appropriate spots in the venue.	Gary Farkas
Registration	Distribute participant envelopes to the car show vehicle owners.	Ralph Thomas
Hospitality	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
Front Door Security	Ensure that anyone entering the venue is wearing their wristband or their hand has been stamped. The stamp colour changes daily. Vendor reps are allowed food and drink but each rep should be advised to keep it out of sight/off tables; handled discretely and with caution.	Tina Demmers
Front Door Payment	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
Back Door Security	Ensure that no one without a wristband or lanyard enters the premises from the back door.	Tina Demmers
Tickets/Merch Sales	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
Traffic Management	Work with car show attendees and car haulers/trailer parking for the weekend, to the appropriate parking space - handicapped, Car Corral, MSRA volunteer parking, and general parking. Any RV/travel trailers should be directed to overnight park in the local Walmart and not on the venue grounds.	Dennis Atamanchuk
DJ/Announcer	Musical and other entertainment (such as Trivia Contests) and make announcements of sponsors and other information, as required.	Adrien Poirier

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Overnight Security / Ballot Counting	<p>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.</p> <p>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.</p> <p>If Applicable: Distribute 'Mothers' Product for each car placed by each vehicle by their drivers side tire. Product to be provided by Liz Kizul (Prize Patrol Rep).</p>	Tina Demmers
Car Corral	<p>Assist to direct vehicles into the Car Corral, have the drivers fill out the information sheet, and provide security for the area.</p> <p>Weather dependent; may be cancelled if weather isn't suitable or there are no cars to sell.</p>	Dennis Atamanchuk
Ballot Counting	<p>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.</p>	Tina Demmers
Face Painting	<p>Entertain the children (young and old) with face painting.</p>	Fraser Woodward / Jim Hamilton
Photography for Peoples Choice Board	<p>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.</p>	Marcia Galvin
M/C for Award Ceremony	<p>Coordinate the Awards Ceremony including vehicle awards, presentation of bicycles, and other announcements, as appropriate.</p>	Robbie Swaffer
Awards Photography	<p>Take photographs of all cars as they enter; photos to be used for 'Peoples Choice' voting board. Photos of the winners of the various car show awards, the presentation of bicycles, and other newsworthy things that occur during the awards ceremony.</p>	Marcia Galvin
Venue Departure coordination	<p>Ensure the orderly exit of participants from the venue at the end of the car show. Keep entry to the venue clear to ensure an orderly departure; keep trailer loads out of the way of exiting vehicles.</p>	Gary Farkas / Dennis Atamanchuk
Site Tear-Down	<p>Help to disassemble all the equipment, banners, and furnishings which were initially set up and pack them away in the appropriate places.</p>	Gary Farkas