

**Joy Prom 2011
Rock Around The Clock
May 13, 2011
6:30 pm -10:00 pm**

Volunteer Job Descriptions

Greeter

Welcome guests as they enter Crossroads and direct them to registration where they will get a wristband, nametag and meet their host or hostess. (Some greeters may be needed outside at the red carpet to wait with guests who require a family member or caretaker for the prom who may be parking a car. Please indicate in the "additional information box" if you are willing to help in this area) (5:30pm – 7:30pm)

Attire: Prom, 50's or business casual

Ages: Adult only

Host/Hostess (this is our greatest need**)**

You will guide the guests to different activities and help them to connect with friends at the prom. (6pm - 10:30 pm)

Attire: Prom or 50's dress

Age: 11 grade and up

Paparazzi

Your job is to take pictures of our guests on the red carpet and to create an atmosphere of excitement. You will stay at the Hargrove entrance until all of the guests arrive (6:00 pm - 7:30 pm)

Attire: Prom or 50's attire

Age: 9th grade and up (younger children may accompany parents)

Hair and Makeup

You will be helping our guests look their best. Makeup will be provided as well as flowers. (6pm – 8pm)

*If you volunteer for this area, please indicate if you are able stay for cleanup after all guests have arrived in the “additional information” box

Attire: Prom, 50's or business casual

Age: 11th grade and up

Shoe Shine

You will be helping our guys look their best. Shoeshine and tennis shoe cleaning supplies will be provided. (6pm – 8pm)

*If you volunteer for this area, please indicate if you are able stay for cleanup after all guests have arrived in the “additional information” box.

Attire: Prom, 50's or business casual

Age: 11th grade and up

Corsage and Boutonnière Table

You will be adding the finishing touches to our guests.

*If you volunteer for this area, please indicate if you are able stay for cleanup after all guests have arrived in the “additional information” box.

Attire: Prom, 50's or business casual (6 pm – 8 pm)

Age: 9th grade and up (Children may assist parents)

Prom Pictures

You will be helping the guests while they are waiting in line for pictures.

Your job is to talk to the guests, find out who they are.... be excited that they are there. (6:15pm – 8:00pm)

Attire: Prom, 50's or business casual

Age: 11th grade and up

Hospitality Suite

You will be serving as a host or hostess to the family members and caregivers who are staying at the church but not attending the prom.

*If you volunteer for this area, please indicate if you are able stay for cleanup in this area after the prom.

Attire: Prom, 50's or business casual

Age: 11th grade and up (children 10 and older can help parents)

Dinner Servers

You will be either helping to seat and assist guests or serving guests at the tables. (6:15 pm – 8:30pm)

*If you volunteer for this area, please indicate if you are able stay for cleanup in this area after all guests have eaten, in the "additional information" box

Attire: Black Pants and White Shirts

Ages: 9th grade and up (Children 10 and older can assist parents)

Volunteer Break Room

You will be greeting volunteers as they come in for a snack, drink and well-deserved break

*If you volunteer for this area, please let us know if you are able stay for cleanup in this area after the prom is over.

Attire: Nice Casual

Age: 11th grade and up (Children 10 and over may assist parents)

Parking Attendants

Assist in the parking lot directing cars to open spaces. (5:30pm–7:30pm and then 10pm – 11pm)

*Please indicate in the "Additional Information" box if you are unable to help with both shifts.

Attire: Comfortable Casual or 50's

Ages: Adults only

Water Stations/Bathroom attendants

You will be making sure that all water stations are stocked with water bottles and trashcans are not overflowing as well as checking bathrooms for cleanliness. (6:30pm – 10 pm)

Attire: Black pants and white shirt

Age: 11th grade and up (children may assist parents)

Cleanup Crew

You will assist with cleanup and setup wherever needed. Will require some heavy lifting, vacuuming and general cleanup. (10:15pm until...

Attire: Comfortable!!!

Age: 9th grade and up

Decoration Committee

You will begin in April preparing some of the decorations on Saturday and Wednesday evenings. This will include creating (cutting and painting) props. The date for the decoration night is: Thursday, May 12, 2011, from 6:30-10:00 p.m.

Attire: Comfortable

Age: 9th grade and up