

Valentine's Ball Volunteer Shift Descriptions – 2024

Shifts and responsibilities subject to change as volunteer need and attendance evolves

As you arrive, be sure to check-in for your shift at the blue table labelled City of Vancouver Volunteer.

Event Set Up - Moderate to High Activity Level | 2-5:30 p.m.

- Volunteers on this shift will arrive in the hours prior to the beginning of the dance.
- Use side entrance to the hangar as the museum is still in normal operating hours.
- Responsibilities include:
 - o Placing decorations and cloths on tables
 - o Set up directional signage
 - o Arranging food & drink tables
 - o Setting up temporary tattoo station with water, sponges, chairs, and tattoos
 - o Placing props at selfie stations
 - o Organizing registration table, setting up chairs/pens/papers
 - o Assisting event photographers with set-up if necessary (post-4 pm)
 - o Assisting with coat check room set-up if necessary (post-4 pm)
 - o Assisting with all other set-up needs as they arise

Registration/Check-In (Friday) – Light Activity Level | 4:30-7:30 p.m.

- Volunteers on this shift will arrive 1 hour prior to the beginning of the dance.
- Responsibilities include:
 - o Being the first to greet all attendees with warm welcome
 - o Asking every attendee their name and confirming their reservation by checking it off on corresponding list
 - o Securing an event wristband on every attendee
 - If the attendee requests no photographs, use the **green wristband**
 - If the attendee is comfortable with photographs, use the **blue wristband**
 - o Directing attendees on where to check coats and which activity options are available
 - Temporary tattoos
 - Selfie stations with props
 - Food and drink tables
 - Professional photography line
 - o Communicate clear boundaries regarding museum rules
 - There is absolutely **no** food or drink allowed in the museum at any time. Food and drink **must** stay in the hangar section of the event.
 - Minors **must** be always accompanied by an adult in the museum.

- **Respect the ropes!** There is no touching of any museum artifact or item allowed. Please be respectful and keep all minors on the outside of the museum ropes.

Set-up/Check-in (Saturday) – Light to Moderate Activity Level | 3:30-7:30 p.m.

- Volunteers on this shift will arrive in the hours prior to the beginning of the dance.
- Use side entrance to the hangar as the museum is still in normal operating hours.
- Responsibilities include:
 - Ensuring all stations are ready to go for day 2 of the Valentine’s Ball
 - Being the first to greet all attendees with warm welcome
 - Asking every attendee their name and confirming their reservation by checking it off on corresponding list
 - Securing an event wristband on every attendee
 - If the attendee requests no photographs, use the **green wristband**
 - If the attendee is comfortable with photographs, use the **blue wristband**
 - Directing attendees on where to check coats and which activity options are available
 - Temporary tattoos
 - Selfie stations with props
 - Food and drink tables
 - Professional photography line
 - Communicate clear boundaries regarding museum rules
 - There is absolutely **no** food or drink allowed in the museum at any time. Food and drink must stay in the hangar section of the event.
 - Minors **must** be always accompanied by an adult in the museum.
 - **Respect the ropes!** There is no touching of any museum artifact or item allowed. Please be respectful and keep all minors on the outside of the museum ropes.

Floaters/Set Up – Moderate to High Activity Level | Friday 2-6 p.m. + Saturday 3:30-6 p.m.

- Volunteers on this shift will arrive in the hours prior to the beginning of the dance.
- Use side entrance to the hangar as the museum is still in normal operating hours.
- Responsibilities include:
 - Assist Event Set Up Volunteers
 - Covering breaks at all stations
 - Staff will support these transitions and ask for your help. If you see a volunteer needs assistance, please help as needed.
 - Assisting check-in volunteers with initial wave of attendees at start of dance
 - Assisting event photographers with line management
 - Upholding museum expectations by ensuring all rules (stated above) are followed
 - Refilling tattoo station water as needed
 - Roving the event and notifying staff as needs arise
 - Food waste collection

- Plate clearing
- Trash needs to be changed
- Tables need to be cleared of trash
- Food or drink runs out
- Etc.

Floaters/Breakdown – Moderate to High Activity Level | 5:30-9:30 p.m.

- Volunteers on this shift will arrive at the beginning of the dance. Floaters will also assist with deconstruction and clean up at the end of the night.
- Responsibilities include:
 - Covering breaks at all stations
 - Staff will support these transitions and ask for your help. If you see a volunteer needs assistance, please help as needed.
 - Assisting check-in volunteers with initial wave of attendees at start of dance
 - Assisting event photographers with line management
 - Upholding museum expectations by ensuring all rules (stated above) are followed
 - Refilling tattoo station water as needed
 - Roving the event and notifying staff as needs arise
 - Food waste collection
 - Plate clearing
 - Trash needs to be changed
 - Tables need to be cleared of trash
 - Food or drink runs out
 - Etc.
 - Assist in breakdown at the end of the event

Coat Check – Light Activity Level | Friday 4:30-9 p.m. + Saturday 4:30-9:30 p.m.

- Volunteers on this shift will arrive 1 hour prior to the beginning of the dance. Coat Check Volunteers will also assist with deconstruction and clean up at the end of the night.
- Responsibilities include:
 - Taking attendees outerwear and hanging every item up with a number chip
 - Handing corresponding number chip back to attendee
 - Keeping closet organized
 - Making sure every coat is handed back out to the rightful owner as attendees are leaving

Selfie Station – Light Activity Level | Friday 4:30-9 p.m. + Saturday 4:30-9:30 p.m.

- Volunteers on this shift will arrive 1 hour prior to the beginning of the dance. Selfie Station Volunteers will also assist with deconstruction and clean up at the end of the night.

- Responsibilities include:
 - o Managing props, ensuring they all stay in the general selfie area
 - o Managing line, if needed
 - o Being available to using attendee's phone to take pictures as needed
 - o Sanitizing props in between uses

Tattoo Station – Light Activity Level | Friday 4:30-9 p.m. + Saturday 4:30-9:30 p.m.

- Volunteers on this shift will arrive 1 hour prior to the beginning of the dance. Tattoo Station Volunteers will also assist with deconstruction and clean up at the end of the night.
- Responsibilities include:
 - o Overseeing the tattoo station
 - o Providing guidance as needed on how to apply tattoos
 - o *Important* Families will apply tattoos to members of their own parties. The actual application of tattoos is not a volunteer responsibility.
 - o Volunteers at this station provide, manage, and resupply tattoos/sponges/water/paper towels as needed.
 - May need to clean up water or slips of tattoo paper

Food & Drink Tables – Light Activity Level | Friday 4:30-9 p.m. + Saturday 4:30-9:30 p.m.

- Volunteers on this shift will arrive 1 hour prior to the beginning of the dance. Food & Drink Volunteers will also assist with deconstruction and clean up at the end of the night.
- Responsibilities include:
 - o Overseeing food and drink stations
 - o Using serving utensils to pass out food and drink items
 - o Portioning out punch and water into cups and refreshing the supply as needed
 - o Restocking cups/silverware/napkins as needed
 - o Flagging staff for trashcan refills as needed
 - o Wiping off dirty dishes – we are using reusable plates and cups this year to reduce waste!
 - o Volunteers at this station must wear gloves and wash hands prior to and while interacting with any and all food and drink items

Traffic Controller – Light Activity Level | Friday 4:30-9 p.m. + Saturday 4:30-9:30 p.m.

- Volunteers on this shift will arrive 1 hour prior to the beginning of the dance. Traffic Controllers will also assist with deconstruction and clean up at the end of the night.
- Responsibilities include:
 - o Directing ball attendees to each of the available activities
 - o Upholding museum expectations by ensuring all rules (stated above) are followed
 - o Roving the event and notifying staff as needs arise

- Food waste collection
- Plate clearing
- Trash needs to be changed
- Tables need to be cleared of trash
- Food or drink runs out
- Etc.