

NIGHT *to Shine*

SPONSORED BY THE **TIM TEBOW**
FOUNDATION™

VOLUNTEER ROLES

BUDDY - Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with their guest during dinner and engage with them. Volunteer buddies are required to be at least 16 years old.

BUDDY CHECK-IN - Greet buddies, give them their name tags or lanyards and direct them to their team leader for a preevent meeting on ensuring their assigned honored guest has the best prom experience possible.

COAT CHECK - Greet guests, take their coats, label them and hang them. As guests leave, ask for their names and retrieve their coats. The coat check area can also serve as a lost and found at the end of the evening.

DANCE FLOOR – Constantly float around the dance floor space, assisting guests as needed and dancing along with them.

FLOATER – Constantly float around and assist anywhere an extra hand is needed. Check in on guests and their buddies and provide assistance as needed. Ensure guests can move about easily in all spaces, seats are available should they need to rest, etc.

FLOWERS - Assist florist with unloading and properly laying out corsages and boutonnieres. Help guests select and pin on their flowers or place them on their wrist.

FOOD PREP - Assist caterer with unloading food, additional food preparation and set up food and beverages in the main event space and in the Respite Room.

FOOD SERVICE - Serve food to guests in main event space and Respite Room (for parents, caretakers or family members). Be knowledgeable about the items and assist guests in finding what they would like (especially if they have dietary restrictions or allergies) and refill food warmers, drinks and snacks.

GIFT TAKEAWAY - Manage gifts and help each guest collect their favors to take home.

GUEST REGISTRATION - Warmly greet guests, sign them in, give them their name tag or lanyard, and answer any questions they may have. Help guests connect with their assigned buddy for the evening.

HAIR, MAKEUP & SHOESHINE - Arrive at the designated time and assist set-up team with the salon area. Welcome each guest to a salon station for hair and makeup or to a seat for a shoeshine. Chat with them while you pamper them and make them feel special.

LIMO ATTENDANT – Remain inside the limousine during rides and assist the guests and their buddies as needed.

PARKING - Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes.

PHOTO BOOTH PROP ASSISTANT – Assist the photographers in getting the guest and their buddy ready for their photo.

RED CARPET - Assist and announce guests as they make their way down the red carpet, manage flow of traffic and cheer them on to make them feel welcomed.

RESPIRE ROOM - Love on the parents/caretakers by serving food, spending time getting to know them and being available to pray with them.

SENSORY ROOM - Spend time with guests who may have become over-stimulated on the dance floor or in other areas of the prom. Interact with them by participating in sensory activities, singing or listening to calming music or simply providing them with some quiet time.

SET-UP - Arrive at the designated time and execute event set-up and decoration.

TEAR DOWN - Take down decorations, tables, chairs, etc. and clean up the event space

VOLUNTEER CHECK-IN - Greet volunteers, give them their nametags or lanyards and direct them to their team leaders

WELCOME TEAM – Welcome all guests and families/caretakers as they arrive for the event. Cheer, clap, and high-five as they walk inside along the red carpet. Direct them to the registration tables.