



Night to Shine 2018 – Volunteer Information  
Friday, February 9 -- 6-9 p.m.

Name \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
Email \_\_\_\_\_

What talents do you have that could potentially help with Night to Shine?  
\_\_\_\_\_

Volunteers must be currently in the 7<sup>th</sup> grade or older to participate in Night to Shine 2018.

Area of preferred volunteering (see back for details):

- Buddy (ages 16+) (Background check required for 18+ years old)
- Event Staff (Background check required for 18+ years old)
- Set-Up/Tear Down Wednesday, February 7 at 7:30 p.m. (No BG check required)
- Set-Up/Tear Down Saturday, February 10 at 10:00 a.m. (No BG check required)

Each “Buddy” and/or “Event Staff” age 18+ will be required to have a background check on file with VNC. Please fill out the attached form and return with your application.

- I already have a background check on file with VNC within the last 4 years
- I am available all day Friday, February 9 to help if needed

<p><b>Office Use Only</b></p> <p>Volunteer Role: _____</p> <p>Background Check : _____</p> <p>Additional Info : _____</p>
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## **Please keep this page for your information**

Thank you for signing up to volunteer at Night to Shine. Here are some items to consider:

- You will be notified no later than Friday, February 2<sup>nd</sup> with your volunteer spot and additional information.
- Please plan to dress nicely (dresses, slacks, suits, tux, dress shirt, etc.).
- When you arrive, please park at Opportunity Enterprises and take shuttle (plan your time accordingly as we will be transporting hundreds of volunteers at the same time)

## **Volunteer Area Descriptions**

### **Buddies: Please arrive by 4:45 p.m. and enter through door #5**

Each guest of the prom will be partnered with a buddy to accompany them throughout the course of the evening. This will require your attention for the entire evening as you spend time with your guest. This is to ensure a safe and enjoyable evening and so that no one feels excluded in any way. Each buddy will accompany and assist their assigned guest by providing companionship and any assistance they may need during the event. As a buddy you will sit with your guest during dinner and engage them in conversation and help them navigate the event and all the included activities. This may seem overwhelming, but please keep in mind that we will have a specific training session the night of Night to Shine for all buddies to be well-equipped in their roles. We will also have a large number of Opportunity Enterprises' staff on-site to help with any situations and attend to any specific needs (bathroom attendants, medical staff, etc.).

### **Event-Staff: - Please arrive by 4:45 p.m. and enter through door #1**

There are a large number of roles that will need to be well staffed to ensure an incredible prom experience. They include working at the food tables, drink stations, crowning station, flower station, coat check, welcome team, registration team, red carpet, table attendants, party favors, volunteer check-in, buddy check-in, limo assistance, parking team, and crowd management. When you sign up for Event Staff, we will place you in a certain area based on need. Event-Staff will be able to assist with the prom, but may be better suited for people who are more introverted and prefer behind-the-scenes work. Training will be offered prior to Night to Shine.

### **Set-Up/Tear Down:**

Preparing VNC's building is a big job, and we need the manpower to make it happen. After our on Wednesday Night ministries (7:30 p.m. on 2/7), we will be removing all the chairs from the Worship Center, clearing the furniture in the foyer, and setting up tables. After the event, we will be coming back on Saturday morning (10 a.m. on 2/10) to tear down and clean up from the event and re-set the Worship Center and building for the Sunday services.

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