



Area	Volunteer Description
BookStore Assistant	Greet and assist customers with locating products; operate register; CD/DVD duplication
Lunch Servers/Host	Help serve and/or distribute lunch to conference attendees daily. Greet guests and assist limited mobility/elderly diners as needed
Lunch Setup/Cleanup Crew	Responsible for set up/cleanup before and after lunch daily
Merchandise Assistant	Assist with IC3 polo shirt sorting and distribution before and during conference
Volunteer's Hospitality Room Host	Ensure that the volunteer hospitality room is setup; food replenished; cleanliness maintained
Conference Room Host	Ensure Class Attendees are in the correct Class Sessions; Act as official Timekeeper; Assist Presenters as needed
Conference Ambassadors/Greeters	Greet Attendees; Provide coverage at entrances and information Booth; Direct Attendees and provide general information.
Registration Greeter	Must enjoy interacting with people. Welcome conference attendees; direct them to Registration area; assist with general questions and minor issues; manage traffic flow in registration areas
Registration Check-in Team	Check in registered conference attendees; Assist with registration of new attendees; distribute conference gifts and name tags. Much needed skills: technical knowledge and skillful use of iPhones, iPads, smartphones, etc.; data entry speed and accuracy; as well as manipulation of Apps
Advance Registration Check-in Team	Early registration check-in (both pre-registration and new registrants); distribute conference gifts and name tags. Much needed skills: technical knowledge and skillful use of iPhones, iPads, smartphones, etc.; data entry speed and accuracy; as well as manipulation of Apps
Registration Assembly Team	Responsible for assembling Conference Items (Gift, Name Badges, etc.) and alphabetizing.
Quality Control Team	Provide quality check of facility; conduct full walk-through and ensure all set-ups are as planned (classrooms, signage, trash receptacle, etc.)
Logistics Team	Ensure good traffic flow throughout event; provide redirection and assistance as needed.
Transportation Assistants	Assist conference attendee with transportation shuttle needs
Vendor Fair Assistant	Assist with Vendor set-up; direct attendees to product and services vendor area; collect TCWW-owned materials and supplies at booth closing.
Conference Setup/Tear Down	Assist with setup and tear down of campus for IC3 Activity