

## Welcome Reception Volunteer Job Descriptions

The Welcome Reception is held at the U.S. Venture Corporate Office on Tuesday before the outing. The event is to give partners and guests the opportunity to network, pick up their golfer gift and have fun. We expect 500+ guests so your help will be greatly appreciated. Please be flexible.

**ARRIVAL TIME:** Please see your individual Volunteer Assignment sheet for your specific arrival time. Check-in at the registration area when you arrive.

### **HINTS & TIPS:**

- Please wear what is comfortable and presentable - with no holes please.
- Wear your volunteer shirt or a U.S. Venture Open t-shirt.
- Wear comfortable shoes.

### **PRE-EVENT SET-UP:**

- Assist with general set-up - place signs, distribute garbage cans and/or set-up tables.

### **PARKING:**

- Golf cart shuttle – transport the guests between the parking area and the tent as needed throughout the night.
- Parking Patrol – keep an eye on the parking situation and direct cars as they arrive. Let guests know that there are shuttles to the tent.

### **ASSIST GUESTS:**

- Registration – Name tags are sorted alphabetically by last name. Find their name tag and give to the golfer.
- Gift Redemption

### **CLEAN UP:**

- Collect dirty linens
- Clean area for garbage
- Take down signs

**Thank you for taking the time to volunteer. You are very important to the success of the event. We're excited to have you.**