



## Welcome Reception Volunteer Descriptions

425 Better Way, Appleton, WI 54915

The Welcome Reception is held at the U.S. Venture Corporate Office on Tuesday, August 10. The event is to give partners and guests the opportunity to network, pick up their golfer gift, and have fun. We expect 650+ guests so your help will be greatly appreciated.

### **SAFETY:**

We are working with ThedaCare and the CDC in order to keep all attendees safe. **At this time**, we are planning on having rapid COVID testing available at the Welcome Reception & Thornberry & Wander Springs golf courses, and Van Abels **for admittance to the VIP & dinner program at Van Abels**. To avoid onsite testing, you can show PCR test (available at local pharmacies) results sheet if dated by Sunday, August 8 OR if you show proof of vaccination. We also ask if you are experiencing symptoms that you refrain attending in-person and text Brenda Litwin at 920-740-5517.

**ARRIVAL TIME:** Please see your individual Volunteer Assignment sheet for your specific arrival time. There will be a volunteer registration check in.

### **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
- 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. Course name is also printed on their nametag. They will also be able to redeem a gift from BirdieBox on the patio.
- ThedaCare – Assist ThedaCare staff with cuing attendees for verification.

**CLEAN UP:** Secure all materials and equipment.

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