



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 12. The event is to give partners and guests the opportunity to network, pick up their golfer gift, and have fun. New this year, a 40th Welcome Reception Concert. We expect 2,000 guests this year so your help will be greatly appreciated.

ARRIVAL TIME: When placed, 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, including shoes, and presentable - with no holes please.
- Wear your volunteer shirt or a U.S. Venture Open t-shirt.

PRE-EVENT SET-UP:

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

PARKING:

- Golf Cart Shuttle – transport the guests between parking and tent/concert 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 event.

ASSIST GUESTS:

- Registration – Name tags are sorted alphabetically by last name. Find their name tag and give to the attendee. Course name is printed on their nametag, if golfing. **Orange & Green (VIP)** wristbands will be distributed as well. Attendee will then proceed to redeem gift & GiveSmart volunteers will be available to help log them into the auction site.
- Gift Redemption – Help guests with golfer gift selection.

GIVESMART:

- You will work with the GiveSmart lead Salena. You will be trained on how to use GiveSmart software on your cell phone. You will help assist guests to get into the system.

CONCERT SECURITY & PARKING PATROL:

- You will be at the entrance of the concert area. Greet guests as they arrive and ensure they have their wristband for entrance. **IMPORTANT:** If attendee doesn't have a wristband direct them to registration. Volunteers will also need wristbands to enter.

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.