

# IFMA WORLD WORK PLACE 2010

## VOLUNTEER OPPORTUNITY

If you are interested in volunteering for the IFMA World Work Place please review the events needing volunteers and contact Candace Kearney at [volunteer2010WWP@yahoo.com](mailto:volunteer2010WWP@yahoo.com).

### Volunteer Assignment Descriptions and Requirements

**Grand March** – All members are requested to participate in the Grand March from the Opening Key Note session to the opening of the EXPO floor. The march will begin at 11:00 a.m.

- It is requested that volunteers wear the new IFMA Atlanta chapter logo shirt.

**Information Booth** – Volunteers will be knowledgeable about the conference, able to direct attendees to meeting rooms, etc. They will also be asked questions about Atlanta, including restaurant and “what to see and do” recommendations.

- Volunteers are needed Tuesday, Wednesday, and Thursday from 8:00 a.m. – 6:00 p.m.

**Tours** – Volunteers will go on the tour and serve as local contact, answering questions about Atlanta. Tours are scheduled for CNN Headquarters, Georgia Aquarium, Southface Eco Office, Interface Flor, and Georgia World Congress Center.

- Volunteers for the tour must be registered for the conference.
- Volunteer do not have to pay for the tour.
- Volunteers are needed for the CNN tour at 9:00 a.m. and at 1:00 p.m.
- All other tours will begin at 1:00 p.m.

**Welcome Reception** – Volunteers will greet attendees as they enter the reception. If we can all be dressed similarly, it makes a nice impact and the attendees can find you during the reception to ask questions about Atlanta.

- It is requested that volunteers wear the new IFMA Atlanta chapter logo shirt.
- Volunteers for the welcome reception must have paid to attend.
- Volunteers are needed Wednesday only from 6:30 p.m. – 8:00 p.m.

**IFMA Atlanta Central Booth** – Volunteers will provide guest visiting our booth with information about IFMA Atlanta Chapter and promote membership.

- It is requested that volunteers wear the new IFMA Atlanta chapter logo shirt.
- Volunteers are needed Wednesday, October 27<sup>th</sup> from 10:30 a.m. – 5:30 p.m. and on Thursday, October 28<sup>th</sup> from 10:30 a.m. – 3:00 p.m.

**IFMA Foundation Gala** – Volunteers are needed to help with set-up of the event, organizing auction items, staffing the registration, as spotters during the live auction, to monitor the silent auction items, to sell 50/50 raffle tickets, and to close-out the event.

- Volunteers are needed Tuesday only from 2:00 p.m. until event closes after 10:00 p.m.

Refer to the volunteer schedule on this website to see the exact time volunteers are needed. Please email the event, date, and time you would like to volunteer to “[volunteer2010WWP@yahoo.com](mailto:volunteer2010WWP@yahoo.com).” Thank you for volunteering.