**Staffing and Volunteers Manager**

The person or committee in charge of staffing for the show handles all aspects of obtaining volunteers to assist all the show committees that need staffing in addition to that provided by their committee members. Most of these volunteers will be needed in the day or two preceding the show, during the show and at takedown. The most common requirements for volunteers will be:

1. Frame transport and setup
2. Exhibit mounting
3. Bourse table setup
4. Dealer move in
5. Entrance door greeters
6. Welcome/hospitality table(s) workers
7. Escorts/docents for visiting youth groups
8. Exhibit dismounting
9. Dealer move out
10. Bourse table takedown
11. Frame takedown and transport

The setup and takedown functions will be coordinated with the **Facilities Staging Manager**. This person or a member of the committee must make sure that supplies for cleaning and frame repair are available along with ample poles, security screws and screwdrivers and someone to provide basic training for first time volunteers. Sign up sheets for volunteers should be distributed through club publications, email and the website. (Include sample) All volunteers should be vetted to avoid security risks. Convening societies often want local members to assist in manning their society booths.

Many clubs with aging memberships (that’s most of them) find it best to hire a few local college students to do the heavy work of frame setup, takedown and transport, bourse table setup and takedown and dealer move in and move out. Shows held in hotels frequently use the services of bellhops for the dealers, but may need to provide additional manpower if there are not enough bellhops. This should be discussed in advance with the hotel contact, since many of the dealers will arrive within a very small time window. For move out many clubs have the dealers draw numbers for assistance in moving out if they can not move their stock unassisted.

The entrance door greeters are critical for building your mailing and email lists. Each visitor should be welcomed and asked to fill out a registration card. (Include sample) When the card is completed, tear off the stub to be used as their receipt for door prize drawings. On subsequent days they can use the stub to gain admission without filling out a new registration card. In some facilities a deal can be made for free parking, and by registering, the people attending the show can receive a card or button that will allow them to enter and leave the parking area without charge. (Include sample)

Welcome/hospitality table(s) workers aid in the sale and distribution of banquet tickets and show covers, hand out show programs, refill the free literature and flyers tables and sometimes take lunch orders for the dealers. They usually control the microphone for announcements of meetings, programs and door prize winners and should be prepared to answer questions about local restaurants, shopping and directions. Shows with youth areas need to make every effort to greet all children at the door, make them feel welcome and direct or escort them to the youth area. Those with programs to bring local schoolchildren and stamp club members by caravan or bus must be properly staffed to keep order while conducting them through the show. Special activities and talks by docents should be available off the main show floor so visiting youths can participate without potentially becoming disruptive.