



HOST AREA VOLUNTEERS FAX BACK FORM

Name _____

Company _____

E-mail Address _____

Phone Number _____

Cell Phone Number _____

Jacket Size (Circle One): XS S M L XL XXL XXXL

Uniforms will be given on-site for those volunteering 2 or more shifts.

Select Your Mandatory Training Seminar. Training will take place at the Gaylord National.

___ Dec. 18: 9:00 AM - 11:00 AM

___ Jan. 6: 1:00 PM - 3:00 PM

___ Jan. 8: 9:00 AM - 11:00 AM

___ Jan. 9: 10:00 AM - 12:00 AM

- 1. Download the 2010 Host Area Volunteer Sign Up Fax Back Form.**
- 2. Review the volunteer shifts available to determine when you would like to volunteer. For Up-To-Date Volunteer Master Schedule and Descriptions of Volunteer Areas: www.buses.org/marketplace (Limitless Networking/Capital Region Partners link on left hand menu).**
- 3. Review the volunteer area descriptions to determine where you would like to volunteer.**
- 4. Complete the contact information and jacket size section above.**
- 5. Check the box(es) which correspond to the date(s)/time(s)/area(s) which you would like to volunteer.**
- 6. Fax the completed form (this sheet as well as the 2 pages of shifts) back to 301-965-3596.**
- 7. ABA will place you on the 2010 Volunteer Master Host Area Schedule and send you a confirmation.**
- 8. To view your schedule, click on the 2010 Host Area Volunteer Master Schedule in the volunteer area of www.buses.org/marketplace and select the corresponding tab to the volunteer area on your fax back form (i.e. capital Region Booth, Dine Around).**
- 9. Scroll down to the date and time under the specific volunteer area for your name.**
- 10. Plan on arriving 15 minutes prior to the start of your shift at the Volunteer Command Center (Prince George's Registration Desk B or if an Airport Shuttle Escort - Reagan National Airport).**
- 11. If you need to change or cancel any of your volunteer commitment, contact the volunteer coordinator at 2010abahostcityvolunteer@gmail.com.**



WEDNESDAY, JAN. 13

VOLUNTEERS

Command Center

- 7:30 AM - 10:00 AM
- 10:00 AM - 1:00 PM
- 12:30 PM - 3:30 PM
- 3:00 PM - 6:30 PM

Registration Bag Stuffing

- 1:00 PM - 6:00 PM

THURSDAY, JAN. 14

VOLUNTEERS

Command Center

- 7:30 AM - 10:00 AM
- 10:00 AM - 1:00 PM
- 12:30 PM - 3:30 PM
- 3:00 PM - 6:30 PM

Registration Bag Stuffing

- 8:00 AM - 1:00 PM
- 2:00 PM - 6:00 PM

WELCOME CENTER

Airport Arrivals

- 8:30 AM - 12:30 PM
- 12:00 PM - 4:00 PM
- 3:00 PM - 7:00 PM
- 6:00 PM - 10:00 PM

Hotel Hospitality Desk

- 8:30 AM - 12:30 PM
- 12:00 PM - 4:00 PM
- 3:00 PM - 7:00 PM
- 6:00 PM - 10:00 PM

**FAX FIRST THREE PAGES
TO 301-965-3596**

Name _____

E-mail Address _____

Phone _____

FRIDAY, JAN. 15

VOLUNTEERS

Command Center

- 8:30 AM - 12:00 PM
- 12:00 PM - 4:00 PM
- 4:00 PM - 7:30 PM

WELCOMING

Airport Arrivals

- 8:30 AM - 12:30 PM
- 12:00 PM - 4:00 PM
- 3:00 PM - 7:00 PM
- 6:00 PM - 10:00 PM

Hotel Hospitality Desk

- 8:30 AM - 12:30 PM
- 12:00 PM - 4:00 PM
- 3:00 PM - 7:00 PM
- 6:00 PM - 10:00 PM

CAPITAL REGION BOOTH

Booth

- 11:00 AM - 2:00 PM
- 2:00 PM - 6:00 PM

Marketplace Floor Floater

- 11:00 AM - 2:00 PM
- 12:00 PM - 4:00 PM
- 2:00 PM - 6:00 PM

SIGHTSEEING

Loading

- 10:00 AM - 1:30 PM

VA EVENING EVENT

Coach Dispatch

- 6:00 PM - 9:30 PM
- 9:00 PM - 12:00 AM

SATURDAY, JAN. 16

VOLUNTEERS

Command Center

- 6:30 AM - 10:30 AM
- 10:00 AM - 2:00 PM
- 1:00 PM - 5:00 PM
- 3:00 PM - 7:00 PM

WELCOMING

Hotel Hospitality Desk

- 8:30 AM - 12:30 PM
- 12:00 PM - 4:00 PM
- 3:00 PM - 7:00 PM
- 6:00 PM - 10:00 PM

CAPITAL REGION BOOTH

Booth

- 7:30 AM - 11:30 AM
- 11:00 AM - 3:00 PM
- 2:00 PM - 6:00 PM

Marketplace Floor Floater

- 7:30 AM - 11:30 AM
- 11:00 AM - 3:00 PM
- 2:00 PM - 6:00 PM

OPENING CEREMONY

Set-Up

- 6:00 AM - 10:00 AM

Greeter

- 9:30 AM - 11:00 AM

Runner

- 9:30 AM - 12:00 PM

On-site

- 9:00 AM - 12:00 PM

MD EVENING EVENT

Coach Dispatch

- 6:00 PM - 9:00 PM
- 7:30 PM - 10:30 PM

MARKETPLACE GIVE BACK

Loader

- 4:30 PM - 6:00 PM



SUNDAY, JAN. 17

VOLUNTEERS

Command Center

- 6:30 AM - 10:30 AM
- 10:00 AM - 2:00 PM
- 1:00 PM - 5:00 PM
- 3:00 PM - 7:00 PM

WELCOMING

Hotel Hospitality Desk

- 8:30 AM - 12:30 PM
- 12:00 PM - 4:00 PM
- 3:00 PM - 7:00 PM
- 6:00 PM - 10:00 PM

CAPITAL REGION BOOTH

Booth

- 7:30 AM - 10:30 AM
- 10:00 AM - 1:00 PM
- 12:30 PM - 3:30 PM
- 3:00 PM - 6:30 PM

Marketplace Floor Floater

- 7:30 AM - 10:30 AM
- 10:00 AM - 1:00 PM
- 12:30 PM - 3:30 PM
- 3:00 PM - 6:30 PM

DC/AFTERGLOW EVENING EVENT

Coach Dispatch

- 6:00 PM - 10:00 PM
- 9:30 PM - 1:30 AM

Afterglow Greeter

- 9:15 PM - 10:30 PM

FAX FIRST THREE PAGES TO 301-965-3596

Name _____

E-mail Address _____

Phone _____

MONDAY, JAN. 18

VOLUNTEERS

Command Center

- 6:30 AM - 10:30 AM
- 10:00 AM - 2:00 PM
- 1:00 PM - 5:00 PM
- 3:00 PM - 7:00 PM

WELCOMING

Hotel Hospitality Desk

- 8:30 AM - 12:30 PM
- 12:00 PM - 4:00 PM
- 3:00 PM - 7:00 PM
- 6:00 PM - 10:00 PM

CAPITAL REGION BOOTH

Booth

- 7:30 AM - 10:30 AM
- 10:00 AM - 1:00 PM
- 12:30 PM - 3:30 PM
- 3:00 PM - 6:30 PM

Marketplace Floor Floater

- 7:30 AM - 10:30 AM
- 10:00 AM - 1:00 PM
- 12:30 PM - 3:30 PM
- 3:00 PM - 6:30 PM

DINE AROUND

Coach Dispatch

- 6:30 PM - 9:00 PM

Destination Greeter

- 7:00 PM - 11:00 PM

TUESDAY, JAN. 19

VOLUNTEERS

Command Center

- 6:30 AM - 10:30 AM
- 10:00 AM - 2:00 PM
- 1:00 PM - 5:00 PM
- 3:00 PM - 7:00 PM

WELCOMING

Hotel Hospitality Desk

- 8:30 AM - 12:30 PM
- 12:00 PM - 4:00 PM
- 3:00 PM - 7:00 PM
- 6:00 PM - 10:00 PM

CAPITAL REGION BOOTH

Booth

- 7:30 AM - 10:30 AM
- 10:00 AM - 1:00 PM
- 12:30 PM - 3:30 PM
- 3:00 PM - 6:30 PM

Marketplace Floor Floater

- 7:30 AM - 10:30 AM
- 10:00 AM - 1:00 PM
- 12:30 PM - 3:30 PM
- 3:00 PM - 6:30 PM

WEDNESDAY, JAN. 20

VOLUNTEERS

Command Center

- 6:00 AM - 10:30 AM
- 10:00 AM - 2:00 PM

WELCOMING

Hotel Hospitality Desk

- 6:00 AM - 10:00 AM
- 9:30 AM - 1:30 PM

Airport Departures

- 9:00 AM - 1:00 PM



HOST AREA VOLUNTEERS POSITION DESCRIPTIONS

WELCOMING

Airport Shuttle Escort

Volunteers will be a greeter on shuttles from Reagan National Airport to the Gaylord National. The escort will radio Coach Dispatcher when leaving the airport. Volunteer must be knowledgeable about the Capital Region. Volunteers will meet at Reagan National at location to be determined.

Hotel Hospitality Concierge

Responsibilities for the concierge volunteers will include being responsible for loading the airport shuttle, hotel services, restaurants, and attractions in the surrounding areas.

SPECIAL EVENTS/EVENING EVENTS (VA, MD, DC, AFTERGLOW)

Coach Dispatcher

Volunteer will assist the Transportation Chairperson at the Convention Center. Duties will include greeting the guests as they arrive at the Center, staging coaches, and trouble-shooting if necessary.

Afterglow Greeter

These volunteers will be greeting guests at the Hard Rock Cafe. They will be directing guests into the ABA Foundation event.

CAPITAL REGION BOOTH

Hospitality Booth

Volunteer duties will include answering general questions about the Capital Region, the evening events, the sightseeing tours, and the dine-around. Volunteers need to be knowledgeable about the region's area and attractions.

Convention Center Floaters

Volunteers will be assigned to duties inside the Convention Center as needed. Duties may include greeting guests, giving directions inside the Center, and answering schedule questions.

VOLUNTEER

Volunteer Command Center

Volunteer duties will include assisting Volunteer Manager with check-in and coverage for the office in the evening.

Registration Bags

Volunteer duties will include assisting ABA in stuffing registration bags and packets.



HOST AREA VOLUNTEERS POSITION DESCRIPTIONS

OPENING CEREMONY

Opening Ceremony-Greeters

The volunteer will welcome delegates as they enter the opening ceremony ballroom.

Opening Ceremony-On-site & Runners

Volunteers will be behind the scenes ensuring the success of the convention. Specific duties will be assigned as needed.

Opening Ceremony-Set Up

Volunteers will be helping with the physical set-up of the room for the ceremony.

DINE AROUND

DineAround Coach Dispatcher

Volunteer will assist the Transportation Chairperson at the Convention Center. Duties will include greeting the guests as they arrive at the Center, staging coaches, and trouble-shooting if necessary.

DineAround Destination Escort

Volunteers will be waiting at the Dine Around drop off locations (Alexandria, Georgetown, Penn Quarter) to assist delegates in locating their restaurant.

SIGHTSEEING

Loading Area

Volunteers will be helping with the loading of each coach for the sightseeing tour's departure.

MARKETPLACE GIVES BACK

Loading Area

Volunteers will be helping with the loading of each coach for the Monuments By Moonlight tour's departure.

All volunteers should approach anyone who appears lost or uncertain with a smile and warm welcome. We are ambassadors for the Capital Region! All volunteers are asked to wear a Host Area Jacket and Name Badge (provided) during their entire shift. Please arrive 15 minutes prior to shift starting for hand-off instructions.