

Position	Reports To	Duties	Total Needed
Vend Recep	Vendor Chr	Meets and greets vendors, distributes vendor packet, directs vendors to booth space	2
Gen Setup	Chairperson	Assists in whatever capacity Chairperson requires for setup, including helping vendors and Mart personell, running errands etc.	4
Hosp. Setup	Hospitality	Assist in Hospitality Room set-up	2
H2O Transp.	Hospitality	Transports water toe the Mart	2
Cashier	Admissions	This is a seated position. Must be able to handle money (make change, run credit card machines, count out cash box), be courteous to customers.	12
Ticket Taker	Admissions	Can be a seated position. Monitors entry into show, must make sure every person has a ticket. Stamp hands for re-entry	10
Greeter	Admissions	Must be able to stand and move around in a crowd. Direct traffic, arriving teachers & students; where to buy tickets, class signups, escorting students to classrooms	10
Membership Table	Membership	Can be a seated position. Sign up new members to RMBS, must understand RMBS purpose and benefits. Must be enthusiastic and personable	6
Volunteer Check In	Volunteer	Can be a seated position. Check-in volunteers as they arrive for their shift. Direct volunteers to the appropriate locations. Distribut Volunteer Beads	6
Class / Instructor Check In	Class Chair	Can be a seated position. Must be able to handle money (make change, run credit card machines), be courteous to customers. Check in Instructors, escort to class room, give Instructor Packet	6
Hospitality	Hospitality	Must be able to stand, and occasionally sit. Help restock and clean up as needed, hand out water to vendors.	9
Runner	Chairperson	Must be able to walk and stand. Help cover booths for short breaks, run errands and fill in where needed, deliver water	8
Demo Stringing	Beading 101	Requires standing and sitting. Demonstrate stringing techniques, help customers with make and take project. Some money handling required. Help 'sell' RMBS.	12
Demo Stiching	Beading 101	Requires standing and sitting. Demonstrate assigned stich techniques to interested customers. Help 'sell' RMBS.	16

TOTAL Volunteers 105

Friday (Setup)		Need	Want
Vendor Recep.	8:00 - 5:00	2	2
General Setup	8 - Noon	2	2
	Noon - 5	2	2
Hospitality	8 - Noon	1	1
	Noon - 8	1	1
Water Transport		2	2
		10	10

Saturday (Day 1)			
		Need	Want
Cashiers	8:45 - 12:30	3	4
	12:15 - 3:15	2	2
	3:00 - 6:00	1	2
Ticket Takers	8:45 - 12:30	2	2
	12:15 - 3:15	2	2
	3:00 - 6:00	1	2
Greeters	8:45 - 12:30	1	2
	9:30 - 12:30	1	1
	12:15 - 3:15	2	2
	3:00 - 6:00	1	2
Member Table	9:30 - 12:30	1	2
	12:15 - 3:15	1	2
	3:00 - 6:00	1	2
Vol. Check-In	9:30 - 12:30	1	1
	12:15 - 3:15	1	1
	3:00 - 6:00	1	1
Class Check-In	8:30 - 11:30	1	1
	11:30 - 2:30	1	1
	2:30 - 5:30	1	1
Hospitality	9:30 - 12:30	2	2
	12:15 - 3:15	1	2
	3:00 - 6:00	1	2
Runners	8:45 - 12:30	2	2
	12:15 - 3:15	1	2
	3:00 - 6:00	1	2
Demo Stringing	10 - Noon	2	2
	Noon - 2	2	2
	2:00 - 4:00	2	2
	4:00 - 6:00	2	2
Demo Stitching	10 - 12:30	2	2
	12:30 - 3:00	2	2
	3:00 - 5:00	2	2
		47	59

Sunday (Day 2)			
		Need	Want
Cashiers	8:45 - 12:30	3	4
	12:15 - 3:15	2	2
	3:00 - 6:00	1	2
Ticket Takers	8:45 - 12:30	2	2
	12:15 - 3:15	2	2
	3:00 - 6:00	1	2
Greeters	8:45 - 12:30	1	2
	9:30 - 12:30	1	1
	12:15 - 3:15	2	2
	3:00 - 6:00	1	2
Member Table	9:30 - 12:30	1	2
	12:15 - 3:15	1	2
	3:00 - 6:00	1	2
Vol. Check-In	9:30 - 12:30	1	1
	12:15 - 3:15	1	1
	3:00 - 6:00	1	1
Class Check-In	8:30 - 11:30	1	1
	11:30 - 2:30	1	1
	2:30 - 5:30	1	1
Hospitality	9:30 - 12:30	2	2
	12:15 - 3:15	1	2
	3:00 - 6:00	2	3
Runners	8:45 - 12:30	2	2
	12:15 - 3:15	1	2
	3:00 - 6:00	1	2
Demo Stringing	10 - Noon	2	2
	Noon - 2	2	2
	2:00 - 4:00	2	2
	4:00 - 6:00	2	2
Demo Stitching	10 - 12:30	2	2
	12:30 - 3:00	2	2
	3:00 - 5:00	2	2
		48	60

Volunteers Checking In	
Day 1	Day 2
8:30	8:30
1	1
8:45	8:45
8	8
9:30	9:30
5	5
10:00	10:00
4	4
11:30	11:30
1	1
Noon	Noon
2	2
12:15	12:15
10	10
12:30	12:30
2	2
2:00	2:00
2	2
2:30	2:30
1	1
3:00	3:00
9	10
4:00	4:00
2	2