

VOLUNTEER SCHEDULE

Monday, August 3	1:00 p.m. – 4:00 p.m.	Exhibitor Check-In/Registration	(2) Volunteers to help exhibitors unload supplies and move items to their booth. This can involve heavy lifting.
Monday, August 3	1:00 p.m. – 5:00 p.m.	Back of House Prep / Prep Cook	(4) Volunteers
Tuesday, August 4	4:00 p.m. – 8:00 p.m.		(4) Volunteers
Monday, August 3	1:00 p.m. – 4:00 p.m.	T-Shirt Booth	(2) Volunteers to help fold t-shirts & set up booth.
Tuesday, August 4	8:00 a.m. – 5:00 p.m.	Registration Tables	(4) Volunteers to help with any duties assigned with registering attendees.
Wednesday, August 5	8:00 a.m. – 5:00 p.m.		
Tuesday, August 4	8:00 a.m. – 5:00 p.m.	Guest/Spouses' Tour Booth	(2) Volunteers. Duties will be signing up guests for the tour and providing them with a ticket. LMA will provide the sign-up sheets and tickets to volunteers on-site.
Wednesday, August 5	7:30 a.m. – 5:00 p.m.		
Tuesday, August 4	8:00 a.m. – 5:00 p.m.	Banquet Ticket Exchange	(2) Volunteers. Duties include helping attendees exchange ticket(s) for reserved seating at the Annual Banquet.
Wednesday, August 5	7:30 a.m. – 5:00 p.m.		
Tuesday, August 4	8:00 a.m. – 5:00 p.m.	Treasure Chest	(2) Volunteers. LMA provides each attendee with a key that is placed in their delegate bag. Attendees must bring this key to the treasure chest and “try their luck” with opening the lock on the chest. If their key opens the lock, they will receive a prize. LMA will bring the treasure chest and lock on-site.
Wednesday, August 5	7:30 a.m. – 5:00 p.m.		
Tuesday, August 4	8:00 a.m. – 5:00 p.m.	T-Shirt/Ditty Bag Booth	(2) Volunteers. Duties will be to collect tickets in exchange for a T-Shirt and Ditty Bag. LMA will provide the tickets to each attendee for exchange.
Wednesday, August 5	7:30 a.m. – 5:00 p.m.		
Tuesday, August 4	8:00 a.m. – 5:00 p.m.	Host City Welcome/Information Table *OPTIONAL*	You may set up a table or two that can serve as a welcome and information table. Other host cities have done this to welcome attendees and provide information to them relative to the city. May also be used as shuttle bus information area which has been helpful in the past.
Wednesday, August 5	7:30 a.m. – 5:00 p.m.		
Thursday, August 6	8:00 a.m. – 11:30 a.m.		
Tuesday, August 4	4:00 p.m. – 8:00 p.m.	Buffet Attendant / Food Runner / Waitstaff	(4) Volunteers
Wednesday, August 5	7:00 a.m. – 11:00 a.m.		(6) Volunteers
	11:00 a.m. – 3:00 p.m.		(4) Volunteers

Wednesday, August 5	3:00 p.m. – 7:00 p.m.	Back of House Prep / Prep Cook / Hub Host City Setup / Buffet Attendant	(4) Volunteers
Thursday, August 6	11:00 a.m. – 4:00 p.m.	Buffet Attendant / Food Runner / Waitstaff / Event Breakdown / Setup	(4) Volunteers
Thursday, August 6	5:00 p.m. – 11:00 p.m.	Event Setup / Food Runner / Waitstaff / Event Breakdown	(30) Volunteers

