

Event Planning: Volunteers



EVENT PLANNING: VOLUNTEERS

VOLUNTEER ROLES

BUDDY TEAM

Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with their guest during dinner, dance with them, and participate in activities with them. We recommend volunteer buddies be at least 16 years old. For additional important details and best practices for buddies, please see pages 35-36.

BUDDY CHECK-IN TEAM

Greet buddies, give them their name tags or lanyards and direct them to their team leader for a pre-event meeting on ensuring their assigned honored guests have the best experience possible. We encourage training 3-5 members of the buddy check-in team to support buddies in event safety. During the event, these members would be responsible for floating throughout the event to check on buddies and ensure everyone is having a safe, enjoyable experience and have the support they need.

COAT CHECK TEAM

Greet guests, take their coats, label them, and hang them. As guests leave, ask for their names and retrieve their coats. The coat check area can also serve as a lost and found at the end of the evening.

FLOATER TEAM

Constantly “float” around the main event /dance floor space, kitchen, restrooms, and outdoors to assist anywhere an extra hand is needed. Ensure guests can move about easily in the main event/dance floor space, seats are available should they need to rest, and water stations are continuously stocked. Floaters should also be trained and prepared to serve as a buddy should additional buddies be needed at the last minute.

FLOWER TEAM (OPTIONAL)

Assist florist with unloading and properly laying out corsages and boutonnieres. Help guests select and pin on their flowers or place them on their wrist.

FOOD PREP TEAM

Assist caterer with unloading food, additional food preparation and set up food and beverages in the main event space and in the Respite Room.

FOOD SERVICE TEAM

Serve food to guests in the main event space and Respite Room (for parents, caretakers, or family members). Be knowledgeable about the items and assist guests in finding what they would like (especially if they have dietary restrictions or allergies) and refill food warmers, drinks, and snacks. If possible, consider having two teams – one for honored guests and one for the Respite Room.

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GIFT TAKEAWAY TEAM

Manage gifts and help each guest collect their favors to take home.

GUEST REGISTRATION TEAM

Warmly greet guests, sign them in, give them their name tag or lanyard, and answer any questions they may have. Help guests connect with their assigned buddy for the evening.

HAIR, MAKEUP & SHOESHINE TEAM

Arrive at the designated time and assist set-up team with the salon area. Welcome each guest to a salon station for hair and makeup or to a seat for a shoeshine. Chat with them while you pamper them and make them feel special.

LOCAL SECURITY TEAM

Support on-site uniformed Law Enforcement personnel by ensuring a safe and secure environment for guests and volunteers. Coordinate with local police, fire and rescue as needed.

MEDICAL TEAM

Assist professional EMT personnel at the event by providing basic first aid and care for any medical needs or emergencies.

PAPARAZZI TEAM

Take photographs and treat honored guests like celebrities and VIPs as they arrive on the red carpet.

PARKING TEAM

Maintain a parking pattern and direct traffic for easy vehicle entry and exit. Maintain open fire and emergency lanes.

RED CARPET TEAM

Assist and announce guests as they make their way down the red carpet, manage the flow of traffic, and cheer them on to make them feel welcome.

RESPITE ROOM TEAM

Love on the parents/caretakers by serving food, spending time getting to know them, and being available to pray with them.

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SAFETY TEAM

Walk around and monitor the main event space and outdoor areas, making sure exits are not blocked and all areas remain wheelchair accessible. Coordinate with Security Team, Medical Team and Law Enforcement on-site to ensure every attendee has a safe and enjoyable experience.

If applicable, consider having a team in place monitoring your venue security system cameras to ensure that all areas of your event are being observed. If anything concerning or harmful is seen, please ensure that your church leadership is notified immediately. If you choose to utilize camera surveillance at your Night to Shine, please ensure to comply with any local and/or state laws and consult your church's legal counsel.

SENSORY TEAM

Spend time with guests who may be experiencing over-stimulation from the excitement of the event. Interact with them by participating in sensory activities, singing or listening to calming music, or simply providing them with some quiet time. See pages 21-22 for more details.

SET-UP TEAM

Arrive at the designated time and execute event set-up, connect with DJ, audio/visual, activity, and parking teams to ensure they have everything they need, and all the event areas are properly laid out.

SOCIAL MEDIA TEAM

Take high-quality photos and short videos for your church's social media pages. Content guidelines will be the same as the professional photography team. For best quality, please shoot video horizontally. Please use official Night to Shine hashtags #NightToShine and #TimTebowFoundation.

TEAR DOWN TEAM

Takedown decorations, tables, chairs, etc. and clean up the event space.

TRANSPORTATION TEAM

Assist guests as they exit vehicles and help them find the registration area. Be available as guests return to their vehicles following the event.

VOLUNTEER CHECK-IN TEAM

Greet volunteers, give them their name tags or lanyards and direct them to their team leaders.

“In the same way, let your light *Shine* before others, so that they may see your good works and give glory to your Father who is in heaven.”

Matthew 5:16



Night to
Shine
TIM TEBOW FOUNDATION