

## 2025 Night to Shine Volunteer Roles

### ACTIVITIES TEAM (10 Needed; Gaylord Campus = 5; Alpena = 5 )

Set up and participate in these activities: karaoke, table games, Coloring station, photo booth, etc.

### BATHROOM ATTENDANT TEAM (12 Needed - Gaylord = 8; Alpena = 4 )

Help guests find the restroom, and offer assistance into the restroom if needed. Parents or caregivers will be contacted if a guest requires more than getting in and out of a stall or hand washing assistance.

### BUDDY TEAM (325 Needed - 200 Gaylord Campus; 125 Alpena Campus)

It is our desire that there be one buddy assigned to one guest. Buddies accompany and assist their assigned guest throughout the evening, providing companionship and any assistance they may need during the event. **We recommend volunteer buddies be at least 16 years old.**

### BUS DRIVER (Alpena = 1(CDL required))

### CHILDCARE TEAM (17 Needed - Gaylord = 13; Alpena = 4)

Assist Children's Team coordinators with volunteer's children during the event.

### COAT CHECK TEAM (18 Needed - Gaylord = 13; Alpena = 5)

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

### DANCE FLOOR TEAM (9 Needed - Gaylord = 6; Alpena = 3)

Monitor the dance floor and the perimeter to make sure there are no "wallflowers." Invite them to dance and engage with them.

### DRESS BOUTIQUE/FORMAL WEAR (16 Needed - Gaylord = 8; Alpena = 8)

Assist guests at E-Free with choosing formal wear during **the week prior to the event**. Hours TBD.

### FLOWER TEAM (11 Needed - Gaylord = 7; Alpena = 4)

Help guests select and put on their flowers.

### FOOD PREP & SERVICE TEAM (25 Needed - Adults Only - Gaylord = 15; Alpena = 10)

Assist caterer with unloading food, additional food preparation and set up of food. Serve food to guests.

### FUN PHOTO BOOTH (4 needed - Gaylord only)

Assist guests at the fun photo booth station.

### GUEST CHECK-IN TEAM (26 Needed - Gaylord = 16; Alpena = 10)

Greet guests, register them if they have not pre-registered, and help them locate their name lanyard.

### HAIR & MAKEUP TEAM (16 Needed - Gaylord = 10; Alpena = 6)

Able to do simple hair styling for both men and women. Simple application of makeup for the women guests.

**PAPARAZZI & RED CARPET TEAM** (40 Needed - Gaylord = 20; Alpena = 20)

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

**PARTY BUS DRIVER** (1 Needed - Gaylord only; NO CDL required)

**PARTY BUS HOST TEAM** (12 Needed - Gaylord = 8; Alpena = 4)

Sign in and schedule guests to ride in the Party Buses. Assist guests with getting from the building and into the Party Buses.

**PORTRAIT PHOTO TEAM** (15 Needed - Gaylord = 9; Alpena = 6 )

Take portraits of each honored guest at the photo stations. Help process the printing and framing of each portrait and prepare for guests to pick up their photo at the end of the event.

**REPTILE ENCOUNTER ROOM HOST** ( 2 needed - Gaylord only)

The reptile encounter is new this year to our Gaylord Campus. Be a host/hostess in this room helping guests to enter and feel comfortable. Reptile handlers will be in the room to help guests interact with the reptiles.

**RESPITE ROOM TEAM** (16 Needed - Gaylord = 10; Alpena = 6)

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

**SET UP TEAM** (Info coming through the weekly email updates or email [Kaylam@miefree.org](mailto:Kaylam@miefree.org))

Be available the week prior to the event to help with moving tables, chairs, and furniture, hanging signage, moving supplies to designated areas, prep work in the office, etc. Times and days TBD.

**SHOE SHINE TEAM** (6 Needed - Gaylord - 4; Alpena = 2)

Welcome each guest to a seat for a shoe shine. Chat with them while you pamper them and make them feel special. (All supplies provided)

**SHUTTLE BUS SERVICE TEAM** (2 Needed; Gaylord only; 1 with CDL)

Shuttle buses or vans will transport volunteers from designated parking areas (off campus) to E-Free and then back to their vehicles when their assignment is complete. Shuttles will transport between sites every 15 minutes throughout the evening. (5:00 p.m. - 9:45 p.m.)

**TEAR DOWN TEAM** (40 Needed - Gaylord = 30; Alpena = 10)

Be available after the NTS event (9:00 p.m. to 11:00ish) to move tables, chairs and furniture, wash dishes, sweep floors, assemble NTS supplies into labeled tubs, etc.

**TRAFFIC TEAM** (8 Needed - Gaylord = 4; Alpena = 4)

Direct traffic at the beginning and at the end of the event.

**VALET PARKING TEAM** (12 Needed - Gaylord = 6; Alpena = 6)

Assist guests from their vehicles to the building. Valet Park their cars in the designated parking area if requested. Retrieve their vehicles at the end of the night and assist them from the building to their vehicles as needed.

**VOLUNTEER CHECK-IN TEAM** (11 Needed - Gaylord = 7; Alpena = 4)

Greet volunteers, give them their lanyards and direct them to the auditorium for a light meal and final instructions.