



VOLUNTEER REGISTRATION FORM

Name:

Address:

Home Phone:

Cell Phone:

Preferred day time phone number:

Email:

Availability Day and Time

Saturday May 4, 2019

Sunday, May 5, 2019

Arrival time 9:00 am

Please select your option:

| | | |
|----------|-----------|-----------------|
| Option 1 | Saturday | 10:00 - 5:00 pm |
| Option 2 | Sunday | 10:00 - 5:00 pm |
| Option 3 | Both days | 10:00 - 5:00 pm |

T-shirt Size – Please select your option

| | Small | Medium | Large | XL |
|---------------|--------------|---------------|--------------|-----------|
| Unisex | | | | |

Dietary Restrictions (Please List)

General Information

If possible, please arrive to the Kitchener Memorial Auditorium Complex, 400 East Avenue, Kitchener on Friday, May 3rd for a quick orientation to become familiar with the show floor. This orientation will be arranged with the Event Director, Tina Plett. Upon arrival please go to Load-in Door #11 to pick up your volunteer package, which will include your t-shirt, name badge, time schedule and job description. On Saturday and Sunday, please go to the Volunteer/Exhibitor Lounge, located near the main box office area, to pick up your volunteer package.

List of Volunteer Positions Available

Please select from the list below all the position(s) you would be interested in volunteering for. Some volunteer positions may have to be rotated for a short time frame if they are not filled.

Main Entrance

1. Main Entrance Greeter #1
 - Monitor lineup and provide pet waivers to move line-up along
 - Accept and store any dog crates for people who came off public transit
2. Main Entrance Greeter #2
 - Scan eTickets
 - Accept signed pet waivers
 - Stamp hands for entrance
3. Main Entrance Greeter #3
 - Keep track of how many people have exited the show for fire safety precautions on maximum capacity requirements. (Good position for those that need to sit)

Side Entrance

- Monitor East Street Entrance to direct attendees to box office.
- Distribute boxed lunches to volunteers and staff.
- Monitor entrance to volunteer/exhibitor lounge.
- Good position for those that need to sit.

Attendee Bag Fillers (2 people required)

- Filling attendee bags with promotional material

Kiwanis and Kinsmen Lower Foyer Greeter (2 volunteers)

- Volunteer will give directional assistance to attendees at bottom of the staircase and elevator.
- Tell attendees that there are two full arenas.
- Hand out Attendee Bag

Information Booth (2 People Required)

- Assist attendees with any questions.
- Organize and monitor door prizes.

Door Monitor for Dog Elimination Area (2 people)

- Access to the outdoor dog elimination area requires monitoring for paying patrons. The Fire Department requires the door to be closed while entering and exiting the building.
- Good for people who need to sit.

Volunteer/Exhibitor Registration Desk

- Distribute packages to volunteers and exhibitors.
- Assist with stuffing bags when quiet.

Please submit form to Tina Plett at tplett@kwexpoproductions.com
If you have any questions, please contact us at 519-496-2998.