

State College Quarterback Club

Wednesday Event Volunteer Assignment Descriptions For 2019

Coordinator of Volunteers:

Send letter to volunteers before start of season about “practice event”. Maintain volunteer list with up-to-date information and find substitutes when a volunteer cannot attend an event. Assist setting up sponsors’ tables and displays, maintain displays throughout event where needed. Have membership applications in hand in case someone needs one.

Table Tents:

Obtain the form of the table tent with the names of the corporate sponsors for the current season from the Club’s President and have approximately 75 double sided color copies printed. Insert the printed copies into all the table tents prior to the first weekly event. At each weekly event get the table tents, which will be located at the door to the concession stand next to the men’s room near the entrance, and place one tent on each table. At the conclusion of the event, gather the tents from all the tables and return them to where you got them.

Audio Visual and Mount Nittany Club Setup:

Ensure that the audio and video systems (including three microphones) in the Mount Nittany Club are functioning properly for each weekly event. Hang the banner with the sponsors names and get the table tents from the locked concession area to place outside that door.

Bottom of escalator greeter and control:

Greet and chat with attendees as they are waiting in line to go up the escalator. Control the crowd so they do not go up early. Stagger the timing of groups going up the escalator in coordination with the volunteers running the elevators at the All Sports Museum entrance so that the initial escalator group and the initial elevator group are not meeting at the Mount Nittany Club entrance at the same time. Allow approximately 25 to 30 attendees to go up the escalator at one time before holding the remaining

attendees for 2 minutes. Repeat until no attendees remain at the bottom of the escalator.

Museum Entrance Elevator Coordinator:

Greet attendees at the elevators to the Mount Nittany Club inside the All Sports Museum and make 2 trips up each elevator while coordinating the staggering of the timing with the volunteers stationed at the escalator entrance. The coordinator will determine who is in the first group to go up the elevator, based individuals physical need.

Top of escalator crowd control:

Stand outside the entrance to the Mount Nittany Club and greet attendees as they come off the escalator and elevator. Responsible to coordinate these two groups into one so that everyone enters the event in the order in which they arrived.

Top of escalator greeters:

First Greeter- Stationed at the entrance doors to the Mount Nittany Club- check each member's membership card as they enter.

Second and/or Third Greeter – Stationed inside the entrance to the Mount Nittany Club- greet attendees, keep entrance line single file toward the cashiers and moving along. Help set-up rectangular tables with table cloths. Make sure players are not stopped for pictures with members when entering or leaving the event. One greeter to remain at entrance through entire event to greet late arrivals.

Event Ticket Production and Numbering:

Bring a sufficient number of printed tickets (numbered in sequence) to the event which will then be given to each person who pays the member and/or guest fee for the event.

Guest book attendants:

Stationed at the guest table located inside the entrance to the Mount Nittany Club- Makes sure each guest pays the guest fee, and each member

and guest has a ticket. The member who brought the guest and the guest must sign the guest book.

Coordinator with Bankers:

Stationed at the banker's table. Greet attendees as they are making payment for their event ticket, help bankers decide who pays and who is comped by the Club. Help weekly featured sponsor get their tickets to the event, and assist any other sponsors, members and guests in attendance with their payment questions.

Event Ticket Taker at Buffet Lines:

Sit/stand at the entrance to the buffet lines, take a ticket from each person entering the buffet lines, and help direct them to a line that is less crowded.

Preparation of drinks and ice:

Stationed at the counter at the end of the buffet lines - pour ice into cups, set out bottles of water and cans of soda, refill ice cups and replenish water and sodas until almost all attendees are through the buffet lines.

Greet and Seat Featured Sponsor:

Stationed at the table reserved for sponsors and players. Greet the weekly featured sponsor at the sponsor's table upon their arrival so they can get their food in the buffet line and then return to meet the players who will be sitting at the table.

Player attendance and escort:

Stationed at the table reserved for players and sponsors. Greet the 2 players who attend, introduce them to the featured sponsor, assist the players with getting their food at the buffet line. Handle the distribution of the microphones to the players, Steve Jones, and QB Club President.

Coach James Franklin Escort:

Greet Coach Franklin as he arrives at the entrance to the All Sports Museum and accompany him to the Mount Nittany Club.

Photographer:

Take a photo each week of Coach Franklin, the two players, and that week's featured sponsor standing on the stage. Also take a photo of the table at which the players and featured sponsor are sitting. In addition, randomly take photos of those members and guests in attendance which can be posted on the Club's website.

Bank Reconciliation:

Stationed at the banker's table. At the end of the event, double check the banker's money count from paid members and guests, the number of attendees who have been comped by the Club and therefore did not pay, and the final tally.

QB Club Web Info and Pictures:

Maintain the Club's web site, Twitter and Facebook, and Instagram accounts.

Newsletter Committee:

Manage the preparation and distribution of a Club newsletter to be sent to all members when authorized by the Club's President.

Food Committee:

Coordinate with BJC Caterers to assist with menu selections and make suggestions to improve traffic flow for members at the buffet lines.

Floater Backup Volunteers:

Fill in at all positions for other volunteers as requested by the Club's Coordinator of Volunteers when needed.