

## Los Al Grad Night 2016 Volunteer Information

Please review the following information prior to Grad Night (June 16, 2016) to help prepare you for the event:

1. Dress Code - Black Top
  - Wear comfortable shoes
  - Could get chilly so bring a jacket
  - Bring flashlight if available
2. Bring signed Volunteer Waiver Form
3. Check in at the Volunteer Station located in the parking area - gym entrance
  - PLEASE ARRIVE 15 MINUTES PRIOR TO YOUR SHIFT FOR CHECK IN
  - If you come second/third shift Volunteer Station will be just inside the entrance
  - No food or beverages will be allowed in - including water bottles, coffee, etc.
  - All bags will be searched prior to entering
5. Parent Room/First Aid
  - Parent Room will have snacks and drinks for all volunteers
  - Purses/bags may be left in Parent Room and will be staffed at all times
  - First Aid Room available for attendees and volunteers
6. If there's a problem with an attendee, find Professional Security (Staff Pro), a school administrator, or one of the event co-chairs (Erin Aanestad, Michelle Falsken, Sandra Livingston or Denise Manning) to help you find someone in charge - DO NOT TAKE IT UPON YOURSELF TO DEAL WITH A PROBLEM
7. Volunteer Stations:
  - Check In - check in attendees; put on wristband and give lanyard; collect all personal belongings and put in bag; attendees will keep sweatshirts/jackets on through pat-down procedure
  - Check In Security - collect items confiscated at pat down; seal in ziploc, label & run to Bag Area
  - Bag Area - run bags from Check In to Bag Area; organize bags by number; place t-shirts in bags; retrieve and collect items for attendees throughout night - ATTENDEES CANNOT REMOVE ANY ITEM FROM BAG AREA EXCEPT JACKET OR PHONE
  - Games - man game booths and hand out prizes and raffle tickets
  - Prizes - patrol area (things tend to sneak out); help with raffle at end of night; run prizes to Bag Area
  - Food - prepare, arrange, and replenish food and drinks
  - Parent Room - man parent volunteer room; refresh food and drinks
  - Security - patrol event and call for help if problems arise
  - Clean Up - clean up, tear down, and return materials to sheds at auxiliary yard
8. Once Hypnotist Show begins all volunteers please go to the PRIZE and BAG AREA - run prizes to Bag Area and then disperse bags once attendees are released - NEED AS MUCH HELP AS POSSIBLE

If you have a problem that night, contact Erin Aanestad 562.304.0302

Thank you for volunteering & making it a great night for Los Al grads!