

Conference Preference Form – Volunteers

We are excited for the upcoming conference of Seattletters in Bellingham! Our conference is run by volunteers and we invite you to use your talents and service abilities to help the conference run smoothly. There are service opportunities open outside of class time that we invite participants to fill. We also welcome family and friends. Please consider becoming a part of our volunteer community! We need your help and believe that you will get to know others and have fun in the process! You may:

~*~*~*~*~*~*~*~*~*~*

- 1) Fill out this form and mail to Seattletters Volunteer Coordinator c/o Becky Kelly 11264 132nd Ave. NE Redmond, WA 98052
- 2) Fill out, scan and email to David.Becky@frontier.com
- 3) For those registered, fill out the Conference Preferences tab on the Seattletters website

~*~*~*~*~*~*~*~*~*~*

Please circle all areas of your interest for service. Nearing the conference, you will be contacted with information and times for the needed help by the appropriate chair leader. Truly, **thank you** for your help!

- **Transportation** – Drivers needed to and from airports and trains stations.
 - ⊕ Arrival: pick-up for instructors and participants as they arrive. Drive to the conference to drop them off. This would be outside the regular arrival times for shuttles on Friday the 13th; or for arrivals not at SeaTac.
 - ⊕ Some dates may be before the conference. Some arrivals could be on Wednesday the 11th or Thursday the 12th.
 - ⊕ Drivers need to use their own vehicles.
 - ⊕ Patience needed if arrival times get delayed. We should have all the flight and travel information available in our database to pass along to you!
 - ⊕ Locations for pick-up: SeaTac and Bellingham airports; Amtrack. Therefore, we need drivers available to help in both the Seattle and the Bellingham areas!
 - ⊕ Departure: This would be for departures outside the shuttle times, or for departures not at SeaTac. Pick up instructors and participants from the conference and drop off at airports or train stations.

- **Airport Greeters** - Greet instructors and participants as they arrive and help give directions for the next leg of the journey to the campus.
 - ⊕ One or two volunteers to cover the baggage areas. Set in blocks of time about 3-4 hours. Bring a friend to join you or meet a new friend!
 - ⊕ Cell phone needed to make connections with those arriving.

- **Housing** – Help prepare rooms at the conference.
 - ⊕ Dorm signs should go up on Friday the 13th.
 - ⊕ Help with welcome bags and delivery.

- **Signage** – Put up signage around the campus.
 - ⊕ Directions to various locations; arrows; other signs as needed. This includes classrooms signs.
 - ⊕ Help needed on Friday the 13th and Saturday the 14th.

- **Facilities** – Setup before and after the conference. (The college will move/arrange the tables)
 - ⊕ Help needed to cover the tables with roll paper.
 - ⊕ Help needed to organize and distribute buckets of supplies to the classrooms.
 - ⊕ Help needed clearing off paper from the tables and collect any leftover supplies after the conference.

- **Exhibitions** – Hang banners, etc.
 - ⊕ Help needed on Friday the 13th to hang conference and guild banners and help with other exhibits.

- **Registration** – Day of arrival; 10 people needed.
 - ⊕ Time: starts at 11:30 AM
 - ⊕ Help arriving participants check-in and pass out the conference packets.
 - ⊕ Direct people to areas of interest.

- **Gallery Sitter** – Available at the art gallery.
 - ⊕ One person during non-class hours to look after the visitation time for the art exhibit each day.

- **Hospitality** – Available for the evening functions.
 - ⊕ Greeters at the door and runners to help with all hospitality needs.
 - ⊕ Prepping faculty baskets and delivery.
 - ⊕ Attending to refreshments area.
 - ⊕ Available to help in various capacities for the faculty dinner, the evening socials and receptions.
 - ⊕ Greet attendees at the doors and check name tags before the Sunday evening program.
 - ⊕ Possibly picking up and delivery of alcohol for the evening socials.

Please indicate the days you are available to volunteer:

- _____ Wednesday, July 13 - transportation
- _____ Thursday, July 14 - transportation
- _____ Friday, July 13
- _____ Saturday, July 14
- _____ Sunday, July 15
- _____ Monday, July 16
- _____ Tuesday, July 17
- _____ Wednesday, July 18
- _____ Thursday, July 19
- _____ Friday, July 20
- _____ Saturday, July 21

Please indicate the time slots you are available:

- _____ 7:00 AM to 12:00 PM
- _____ 12:00 PM to 5:00 PM
- _____ 5:00 PM to 9:00 PM

NAME _____ CELL PHONE _____

ADDRESS _____

CITY _____ STATE _____ COUNTRY _____

CONFERENCE ATTENDEE: YES _____ NO _____