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Volunteer Needs and Descriptions

**I Audio Visual Operators-** This is a **critical operation** which will have a major effect on the quality of the experience for attendees. Video operators should be prepared to handle 4 or more rotations (out of 8 periods scheduled) and be totally attentive to the task. Prior experience is highly desirable, and there will be some training in advance. Considering the commitment needed for this task, we will offer a 50% discount on the admission price to such volunteers. We will need approximately 10 people to be trained and available for this.

**\*\*L/S II Demonstrator hosting / transportation-** At least 5 of our demonstrators will be arriving by plane, probably to Baltimore or Philadelphia. Volunteers are needed to meet them at the airport, bring them to the hotel, and return them to the airport after the event. This will need 5 to 10 people, depending on whether people are handling one direction or both.

**III Demo Room monitor / assistant**- During the demonstrations (32 sessions scheduled), each room will need at least one person to be an assistant to the demonstrator in any way needed- handing a tool, finding the right chuck, helping with the lighting, etc. etc. At total of 10 to 15 people are needed.

**IV Instant Gallery monitor**- The Instant Gallery will be in a separate room and will need at least one person present while it is open to monitor the rooms, answer questions and provide a secure place for the displayed items. 4 to 8 people would be desirable.

**V Equipment pick up and delivery**- We expect that the major equipment will be loaned by club members, and a truck with lift equipment and volunteers will be needed to pick it up, bring it to the demo rooms and return it afterward. 3 to 4 able bodied people are needed.

**VI Demo room set up**- A variety of tasks needed on Friday. 2 to 4 people.

**\*\*L/S VII Vendor assistance**- On Friday, vendors will need assistance finding the loading dock, getting their items to the tradeshow and possible other needs. 2 to 3 people needed.

**VIII Banquet / Auction**- The Saturday night banquet will have an auction of some kind (to be determined), and assistance would be needed by 3 to 4 people.

**IX Registration**- People needed to greet attendees, hand out registration materials and provide information. 5 to 10 people needed.

**X Other** There are needs that we have not identified but that will require the help of volunteers willing to fill in wherever needed.

**\*\*L/S** Items marked in this way require some local presence near Lancaster and would probably be best met by members of the Lancaster or Susquehanna clubs, though others are welcome as well.