



I want to volunteer at the 2010 NAI National Workshop November 16-20, 2010

Name _____
 Address _____
 City, State, Zip _____
 Phone (____) _____ E-mail _____

Previous NIW Volunteer experience? _____

Would you like to try something *new* * this year? Please check jobs in which you have an interest:

- | | | |
|---|---|---|
| <input type="checkbox"/> Auction Volunteer | <input type="checkbox"/> Exhibit Hall Coordinator | <input type="checkbox"/> Packet Stuffer |
| <input type="checkbox"/> Audio-Visual Assistant | <input type="checkbox"/> Floater | <input type="checkbox"/> Photographer |
| <input type="checkbox"/> Ticket/Nametag Checker | <input type="checkbox"/> Greeter/Ambassador | <input type="checkbox"/> Registration Assistant |
| <input type="checkbox"/> Book-Signing Host | <input type="checkbox"/> Ticket Trader Table | <input type="checkbox"/> Special Event Host |
| <input type="checkbox"/> Bus Host | <input type="checkbox"/> Marketplace of Ideas Monitor | <input type="checkbox"/> Set-up or Take-down |
| <input type="checkbox"/> Speaker Host | <input type="checkbox"/> Newsletter Runner | <input type="checkbox"/> Stage Manager |
| <input type="checkbox"/> Room Monitor | <input type="checkbox"/> Off-Site Session Coordinator | <input type="checkbox"/> VIP Driver |

Indicate the day(s) & time(s) you are available (at least 2 hours).

<input type="checkbox"/> Sunday Afternoon	<input type="checkbox"/> Thursday Morning	<p>Circle: Pre-Workshop Preparations, Set-Up, and/or Post-Workshop Take Down.</p> <p>Write Dates Available:</p>
<input type="checkbox"/> Monday Morning	<input type="checkbox"/> Thursday Afternoon	
<input type="checkbox"/> Monday Afternoon	<input type="checkbox"/> Thursday Evening	
<input type="checkbox"/> Tuesday Morning	<input type="checkbox"/> Friday Morning	
<input type="checkbox"/> Tuesday Afternoon	<input type="checkbox"/> Friday Afternoon	
<input type="checkbox"/> Tuesday Evening	<input type="checkbox"/> Friday Evening	
<input type="checkbox"/> Wednesday Morning	<input type="checkbox"/> Saturday Morning	
<input type="checkbox"/> Wednesday Afternoon	<input type="checkbox"/> Saturday Afternoon	
<input type="checkbox"/> Wednesday Evening	<input type="checkbox"/> Saturday Evening	

Return form to:

Kate Sorom- Red Rock Canyon National Conservation Area; HCR 33 Box 5500, Las Vegas, NV 89161; or e-mail me at KSorom@blm.gov; phone is 702-515-5353; fax is 702-363-6779

Volunteer Opportunities and Descriptions

Audio-Visual Assistant *(need 6; various times to help IT/AV distribute / collect AV equipment)*

Assist NAI staff by placing AV equipment in each location where it is required then removing the equipment to storage at the end of the day; and accounting for equipment at the end of each day. This is especially important at the end of the workshop so that all AV is packed before the Awards Banquet

Banquet/Meal Ticket Checker *(need 4-8)*

Greet banquet participants; check tickets at the door and point participants to-ward cash bar and/or vacant places at tables.

Bus Host *(need 15)-Lisa Ann Carrillo*

Greets participants as they get on the bus for a given special event; answers questions about the event and ensures that all participants get back on the bus at the conclusion of the event; takes tickets from participants as they get on the bus; marks their names off lists and directs them to the location for their bus

Speaker/Room Hosts *(need 100—or coverage from specific program committee members)*

Introduce concurrent session speakers to the audience and thank them with a gift from NAI; hands out and collects evaluation forms; posts “session full” sign when room fills; assists with AV and anything else speaker needs

Greeters/Ambassadors *(need 10)*

Greet participants as they arrive at the hotel by directing them to the hotel and conference registration areas; also greet participants as they enter the opening reception

IMI Monitor *(need 1)*

Contact IMI presenters/organizers to see if there is anything you can get for them.

Newsletter Circulation Assistant *(need 5/night)*

Serves as “runner” for the newsletter staff by delivering newsletters under doors of NAI National Workshop participants after they are printed each night; task will take place after 10 pm. (newsletter will be developed by publicity/promotions committee)

Newsletter Article Writer

Assist with writing articles for the daily newsletter.

Opening Reception Greeter/Checker *(need 4)*

Greet participants as they arrive at the opening reception; direct them to the food tables and the bar; check for workshop nametags; directs participants to Native American welcome.

Packet Stuffer *(need lots)*

Stuff registration packets on Sunday afternoon and haul them to registration area

Pre-workshop Session Monitor *(need 5)*

Contact pre-workshop presenters/organizers to see if there is anything you can get for them.

Poster Runner *(need 2)*

Help IT/AV put up signage for each venue and outside each concurrent session room at the beginning of each day and makes sure signage changes as the sessions change.

Registration Assistant *(10 at various times)*

Greet and register NAI members and their guests at the conference registration table.

Room Monitor/Greeter—*Hospitality Room (need 4)*

Staffs hospitality suite; greets participants; refills snack bowls as needed; serves as “security” for the room and lets hotel staff know when the room is vacated so it can be locked each night. (There may not always be a hospitality room; it is dependent on sponsorship.)

Set-up Crew *(need lots)*

Assist with AV set up (if necessary) and table decorations (if used) at banquet on Saturday afternoon; set up NAI Place on Sunday morning; Assist NAI staff in setting up Association Store (books and logo clothing) in the exhibit hall and with moving the Association Store to the NAI Place

Special Event Host *(need 5-10)*

Staffs special events to ensure that the event is running smoothly and assists with anything that is needed for the event on-site (for evening event, may need several)

Ticket/Nametag Checker *(need 2/entrance at each event or meal function)*

Monitor doors at banquet to ensure that all participants have purchased a ticket to the event and that everyone who enters the door has a ticket; checks nametags at keynote events to ensure that all who enter have proper name badges; makes certain that those who attend meal functions have proper tickets or name badges.

Ticket Trader Table *(need 4)*

Staff Ticket Trader Desk in one-hour shifts to assist participants who want to buy or sell tickets to special events, off-sites or awards banquet.

Volunteer sign-Up Table Volunteer *(need 5)*

Staffs table and encourages volunteers to sign up to assist with NAI National Workshop Tasks