



**GREATER HARTFORD TAKE STEPS WALK
SUNDAY, MAY 20, 2018
RENTSCHLER FIELD, EAST HARTFORD**

VOLUNTEER ASSIGNMENT DESCRIPTIONS:

Set-Up 7:30-10:00 AM

Volunteers will help set up the festival by unpacking boxes, setting up tent stations, covering tables with tablecloths, hanging banners, setting up barricade perimeter, etc.

Food Tent 8:30-1:30 PM

Manage food tent. Keep area clean and well-stocked. Use gloves. Keep water on ice.

Parking Attendant 9:30-11:30 AM

Help safely guide participants through the parking lot/garage. Help direct traffic when vendors need to unload in the festival area.

Photographer 9:30-1:30 PM

Capture images throughout the duration of the event, from set-up to clean-up. Must provide your own camera and be willing to upload to a shared site and grant use of all images to the Crohn's & Colitis Foundation in perpetuity. A desired shot list will be provided but we also encourage creativity!

Registration Tent 9:30-12:00 noon

Check in participants in main monies tent. If you need to leave this tent for any reason, you need to get a replacement. An armed guard will be present at all times. There will be separate check-in for people pre-registered and people registering at the event.

Top Team Area 9:30-noon

This area is reserved for teams who have raised \$5,000 or more! (They will receive a special button which gains them access to this area.) Manage the crowd to make sure these are the only participants entering this area, facilitate top fundraiser photos inside the area, and help teams to take their team pictures with the photographer. Mingle and troubleshoot.

Prize Drawing Area 9:30-1:00 PM

Encourage participants to purchase raffle tickets for chances to win great prizes. Monitor the prizes. Walk the festival area to drum up sales. Pull winning tickets once walkers return the festival area at the end of the walk. Work with emcee to announce winners.

Mission Tent**9:30-1:00 PM**

Introduce participants to the Crohn's & Colitis Foundation mission and all corresponding Foundation materials. There will be sign-up sheets in this tent for Foundation email alerts and participation in our Power of Two program. Free brochures and information on other upcoming events will be available. Answer questions and encourage people to take things home.

Camp Oasis Kid's Tent**9:30-1:30 PM**

Facilitate games, crafts and activities with children and their families.

Greeter**10:00-11:30 AM**

Give a warm welcome to all participants and serve as a front-line customer service point of contact for answering questions. Help direct dignitaries to the staging area.

Banner Making Area**10:00-11:30 AM**

Encourage participants to make team banners and assist them in making the banners by handing out blank banners and providing markers to decorate. Encourage teams to take a team picture in front of the VIP tent with their banner, and to walk with them.

Route Guide**11:00-12:30 PM**

Cheerlead and guide participants along the walk course. Spread excitement and make noise with maracas, guiding walkers to the next turn. Route guides will leave the festival area when the speaking program gets going- around 11:15 AM to find their spot along the walk route.

Spirit Line/ Breakdown**12:30-2:30 PM**

Participants begin to return back from the walk route around 12:30 p.m. and your purpose will be to welcome back the walkers across the "finish-line" by cheering them on and giving them team "spirit"! Assist in packing up all leftover materials and clean up the area. Pack all boxes, seal with tape and stack by the registration tent. Deflate and dispose of balloons and all trash. Break down tables and chairs and stack in front of registration area.

Come for the whole day or just a couple hours!

Students are welcome and we will gladly sign community service paperwork. Chaperones required for groups of 5 or more who are under the age of 16.

To sign-up, contact Mary Kate Doherty, mkdoherty@crohnscolitisfoundation.org or 203-376-4336, and let her know your top two choices within the time frame you are available.

www.cctakesteps.org/greaterhartford2018