

# Night to Shine Volunteer Job Descriptions

## PRE-EVENT POSITIONS

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(6) **Alterations:** January 10, 2026, seamstresses will fit, pin, and alter gowns chosen by our guests at the Dress Boutique and arrange for pick-up.

(10) **Dress Boutique:** January 10, 2026, women will assist female guests in choosing formal wear and jewelry for the event.

(4) **Men's Shoppe:** Men will help male guests select tuxedos.

(10) **Decorating Committee:** Decorate the venue during the day on February 12 and 13, 2026, beginning at 8:00 am.

(4) **Set-Up Men (Tables/Chairs/Backdrop):** February 12, 2026, beginning at 8:00 am.

## AFTER EVENT POSITIONS

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(10) **Tear Down:** Assist with assigned tear-down jobs such as packing decorations, after NTS, beginning at 9:00 pm on February 13, 2026.

## EVENT POSITIONS

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(135) **Buddy:** Accompany a guest throughout the event; provide any assistance needed, companionship and encouragement. **Must be at least 16.**

(6) **Buddy Check-In:** Greet and check-in buddies. Direct them to the location to wait for their guest.

(2) **Calligraphers:** Write guests' names on the back of display hearts.

(4) **Coat Check:** Greet guests; check-in/check-out coats for guests and buddies throughout the evening.

(3) **Gift Table:** Hand out gift bags to guests at close of event.

(4) **Guest Flower Cart:** Move flower cart through the venue helping guests choose and pin on corsages/boutonnieres at beginning of event.

(6) **Guest Check-In:** Warmly greet and welcome guests, sign them in, and direct them to where they will meet their buddy.

(4) **Karaoke:** Set-up/Break-down. Help guests select songs, announce singers, and monitor room

(5) **Limousines Assistant:** Assist guests and buddies as they enter/exit limousines and keep them entertained as they wait in line.

(2) **Meal Assistant:** Greet volunteers and keep volunteer meal area clean.

(2) **Medical:** Medically trained personnel to be available throughout the evening to assist with basic first aid, medical needs, or emergencies.

(10) **Paparazzi/Runner:** Cheer guests on as they enter the facility, dance, and walk the red carpet. Several will double as runners.

(4) **Parking:** Direct parking and traffic for easy vehicle entry and exit. **No one is to be dropped off before doors open.**

(2) **Portrait Assistant:** Place guest portraits in frames.

(4) **Photographer:** Circulate and take photos throughout the event.

(4) **Red Carpet:** Put crowns together; crown guests as they are announced for the red carpet; and cheer on our kings and queens.

(2) **Salon Greeter:** Greet and direct guests to available services in the Beauty Salon, in order of arrival.

(4) **Salon Hair Stylist:** Professional stylists to chat with and style hair in the Beauty Salon.

(4) **Salon Make-Up Artist:** Professional make-up artists to chat with and apply make-up to our guests in the Beauty Salon.

(4) **Salon Nail Technician:** Chat with guests as you paint their nails in the Beauty Salon.

(4) **Security Professional:** Greet guests at doors and allow them to enter the venue at set times. Circulate throughout the evening.

(4) **Shoe Shine:** Chat with male guests as you shine their shoes and make them feel special.

(5) **Volunteer Check-In:** Greet volunteers, check them in, and direct them to their work area.

(21) **Wait Staff:** Greet and show guests to their tables; refill drinks and clear tables; assist with clean-up.