

Night to Shine Job Descriptions 2027

PRE-EVENT VOLUNTEER POSITIONS

- **(4) Alterations- January 9, 2027** Seamstresses needed to fit, pin, and alter gowns chosen by our guests at the Boutique and make arrangements for pick-up.
- **(4) Seamstress Assist- January 9, 2027** Assist seamstresses in fitting and pinning gowns.
- **(6) Dress Boutique- January 9, 2027** Ladies to assist our female guests in choosing formal wear and jewelry for the event.
- **(4) Men's Shop- January 9, 2027** Men to help fit male guests in tuxedos.
- **(10) Decorate the Venue- February 11, 2027 beginning at 8:00am.**
- **(4) Table, chair, and Backdrop Set-up February 11, 2027 beginning at 8:00am.**

AFTER EVENT POSITIONS

- **(10) Tear Down-** Assist with assigned tear down jobs/packing decorations, etc. after NTS beginning at 9:00pm on February 12, 2027.
- **(4) Unload-** Assist in putting all of the decorations away at KS Ministry Ctr after the event around 10:00pm on February 12, 2027.

EVENT VOLUNTEER POSITIONS

- **(140) Buddies-** Accompany assigned guest throughout the evening; provide any assistance needed, companionship, and encouragement. **MUST BE AT LEAST 16.**
- **(7) Buddy Check-In-** Greet and check in buddies. Direct them to where they will meet their buddies. **MUST ARRIVE BY 4:30PM.**
- **(2) Calligraphers-** Write guests' name on a cutout paper shape. Do not need to be a professional.
- **(4) Coat Check-** Greet guests; pair buddy and guest coats together; and check in/check out coats throughout the evening.
- **(3) Gift Table-** Hand out gift bags and photos to guests at the end of the evening.
- **(4) Flower Carts-** Move Flower carts throughout the venue helping guests choose and pin on corsages and boutonnieres at the beginning of the event.

- **(4) Greeters (outside)-** Greet Guests outside of the venue and hand out colored cards to preassigned and unassigned guests.
- **(4) Greeters (inside)-** Greet and direct guests to the correct check-in line once inside the venue.
- **(10) Guest Check-In-** Warmly greet and welcome guests; sign guests in; and direct them to their buddy.
- **(2) Hospitality- (these positions are pre-assigned)**
- **(4) Karaoke-** Set-up/Break- down. Help guests select songs, announce singers, and monitor room throughout the event.
- **(5) Limousine Assistant-** Assist guests and buddies as they enter and exit limousines and keep them entertained while 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 venue, dance, and walk the red carpet. Some may be assigned doubles duty as runners.
- **(4) Parking-** Greet each vehicle. Remind guests that they must remain in their vehicles until doors open at 6:00pm. Ladies who signed up for the salon may enter at 5:30pm. Direct cars to entrance. **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. Upload photos to photograph coordinator.
- **(4) Red Carpet-** put crowns together; crown guests as they walk the red carpet; and cheer for our kings and queens.
- **(9) Security Professional-** Greet guests at doors and allow them to enter the venue at set times. Circulate throughout the evening.
- **(3) Salon Greeter-** Greet and direct guests to available services in the Salon, in order of arrival.
- **(4) Salon Hair Stylist-** Professional stylist to chat with and style guests' hair in Salon.
- **(6) Salon Make-Up Artist-** Professional make-up artist to chat with and apply make-up to our guests in the Salon.
- **(4) Salon Nail Technician-** Chat with guests while applying nail polish in the salon.
- **(4) Shoe Shine-** Chat with male guests and help them feel special as you shine their shoes.
- **(3) Tattoo Artists-** Apply removable tattoo to guest's arms with a damp sponge.
- **(6) Volunteer Check-In-** Greet Volunteers, check them in, and direct them to their work area. **MUST ARRIVE BY 4:30PM.**

- **(5) Videography-** **(Do not sign up unless requested by Tyler Roberts)**
- **(21) Wait Staff-** Greet and show guests and their buddies to their tables; refill drinks; clear tables; and assist with clean-up.