



AVAILABLE VOLUNTEER ROLES & SHIFTS* AT EITM24

Pre-Event: Tuesday, April 30, 2024 (evening only) • Westin Ottawa Hotel, 11 Colonel By Drive

Event Day: Wednesday, May 1, 2024 • Westin Ottawa Hotel, 11 Colonel By Drive

Volunteer Team	Type of Work	Main Responsibility	Skills Required
Team #1 - Logistics	Light physical labour & event prep	Event set-up and tear down (load in/out, set up signage, organize office, unpack/pack boxes, and inventory supplies, working behind the scenes to prep for the event before guests arrive and wrap-up the event at the end).	Ability to do light physical labour (lifting 20 lbs); organized, efficient, willing to pitch in, able to do a lot of standing, bending, and walking during the assigned shift.
Logistics Shifts:	Evening of April 30 th , morning of May 1 st , early afternoon on May 1 st , evening of May 1st		
Team #2 - Guest Services	Customer Service while standing / walking & chatting with guests	Guiding guests to their seats, ensuring guests with disabilities have all needs met, checking-in guests upon arrival, answering questions from guests throughout the evening	Friendly, helpful demeanour; outgoing personality; professional and patient; ability to read an event seating plan. This role includes a lot of standing and moving around the venue.
Guest Services Shifts	Morning and Afternoon of May 1 st , evening of May 1st		
Team #3 - Silent Auction / Live Auction	Light physical labour Customer Service while standing / walking	Assist with setting up the silent auction displays & live auction display area, provide guests with information on how to bid on silent/live auction items; troubleshoot issues with the fundraising app used for silent auction bidding, monitor the auction displays and organize items for pick-up at the end of the night; pack-up any unclaimed auction items.	Friendly, helpful demeanour; outgoing personality; professional and good with technology; creative abilities to make auction displays look nice and tie in with the event theme. This role includes standing and moving around the venue.
Silent Auction / Live Auction Shifts	Evening of April 30 th , afternoon of May 1st, evening of May 1st		

SUBMIT YOUR VOLUNTEER APPLICATION ONLINE [HERE](#)

QUESTIONS ABOUT VOLUNTEERING AT EITM? – Contact Hannah@isparkconsulting.ca

DEADLINE TO APPLY – **April 15, 2024 (or when all spots are filled)**

**roles and shift times are evolving and subject to change; final confirmation of roles and shifts will be provided to volunteers who are accepted as part of the volunteer team at least 48 hrs prior to the event*