

NORTH SUNCOAST ASSOCIATES



NSA Volunteer Checklist

This checklist is designed to assist in making all volunteers successful in representing NSA

___ Ticket Pick-Up

After arriving at your scheduled time, go to the "Will Call" window at REH. Tell the TFO agent that you are a volunteer with the NSA and pick up your ticket. *Be advised that we are allowed to pick up our individual ticket only.*

___ Prepare NSA promotional table (WW Lobby only)

Proceed to the entrance and advise security that you are here with the TFO. You will then go to the designated TFO/NSA storage closet where all promotional materials are kept. Take the NSA labeled bin (**for new volunteers your Volunteer Name Badge/Lanyard will be inside**) and grab the banner stored on the shelf above. Depending on the time of year, you may have to put out additional material e.g., Bravura Brunch information. (You will be notified prior)

Our new NSA table runner will go on the table first, followed by brochures, business cards, contact clipboard, magnets and candy bowl. Our banner should be placed at an angle to the right-hand side of the table.

You will remain at the table prior to the concert and again during intermission. Volunteers will need to quickly leave the concert before intermission to return to the table

___ Break down and clean-up

A bell will ring 5 minutes before the end of intermission, at which time all NSA promotional materials must be returned to the storage closet. Please remember to provide a copy of any potential member contact information to **Lynda Olander at (847) 420-1754.**

Volunteers are then free to go and enjoy the remaining part of the concert!

Thank you for volunteering for this event. We appreciate you!