

VOLUNTEER OPPORTUNITIES

Sunday, Nov. 21, 2004 - Nihonmachi (Japantown) Community Event

SET UP 11:00 AM – 12:00 PM

- Help unload staff vehicles, bring items to various areas and set up supporting organization booths.

GREETER 12:00 PM – 1:20 PM

- Welcome visitors, distribute program.
- Ask if guest is a narrator or survey respondent and guide them to the registration table.
- Other guests encourage them to move to the main hall.

REGISTRATION 12:00 PM – 3:00 PM

- Welcome special guests and distribute certificate.
- Advise them to sit in the reserved section (direct them to see the ushers).

ELEVATOR ATTENDANT 12:20 PM – 2:20 PM

- Volunteers stationed on each floor outside elevator.
- Accompany passengers and operate elevator.

USHERS 12:30 PM – 2:20 PM

- On main floor, encourage people to move upstairs so program can begin on time. (Estimate length of program = 1 hour)
- In the great hall, help visitors safely get to their desired seating area.
- Guide special guests to reserved seating location (map will be available on the day of the event).
- As the program time nears, if the Hall is getting crowded, encourage visitors to move toward the center of the rows to allow easier seating of later arrivals.
- Wheelchair seating locations – refer to map to comply with fire department regulations.
- After event circulate great hall to pick up discarded programs and other trash.

CONCESSIONS 1:30 PM – 3:00 PM

- Assist in setting up and taking down the area.
- Monitor and replenish refreshments as needed.
- If needed, assist other volunteers who are serving as busers on main floor.

BOOK SALES 1:30 PM – 3:00 PM

- Instructions available at the book table area on the day of the event.

BUSERS 2:00 PM – 3:00 PM

- Circulate on main floor to pick up discarded cups, plates, and other trash.
- Help out at concessions area as needed.

CLEAN UP 3:00 PM – 4:00 PM

- Help clean up the main lobby.
- Help pack up and load items into the truck. Thank you!



D E N S H Ō

The Japanese American Legacy Project

Nihonmachi (Japantown) Community Event – Nov. 21, 2004

For more information, contact Densho at 206.320.0095 or

Leslie Arai at leslie.arai@densho.org

Mr/Mrs/Ms Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Cell _____
E-mail _____

____ *Please contact me with future volunteer opportunities.*

I WILL HELP WITH (*please choose as many areas as you like*):

- ___ Set Up 11:00am – 12:00pm
- ___ Greeter 12:00pm – 1:20pm
- ___ Registration 12:00pm – 3:00pm
- ___ Elevator Attendant 12:20pm – 2:20pm
- ___ Usher 12:30pm – 2:20pm
- ___ Concessions 1:30pm – 3:00pm
- ___ Book Sales 1:30pm – 3:00pm
- ___ Clean Up 3:00pm – 4:00pm

Please fax to 206.320.0098 or email by Monday, November 15, 2004