

## **VOLUNTEER TIME FOR THE ANNUAL SHOW!!!**

November 19th, the start of our annual show, will be here before we know it!! That means it is time to start thinking about volunteering NOW. Here's a list of volunteer positions and the duties required. REMEMBER-if you work for at least 4 hours, you get a free ticket to the Christmas banquet!!! YOU can make a difference! Without you, our society members, it would be impossible to fill the many time periods necessary to make the 2011 show the best show yet! Over 100 volunteer shifts need to be filled.

**Please let us count on you.**

### **THURSDAY Set-up crew - NOVEMBER 17TH**

Approximately 6 people are needed to move tables around and set up each booth area. We will be supervising Fairgrounds help in the placement of tables according to our floor plan. This position requires about 5 hours of mostly directing people who are moving tables around. Also, this year we will be able to do the Society's setup on Thursday. We have hired help to do the heavy lifting, but we still need members to assist in directing helpers on where unloaded materials go at the fairgrounds. Materials such as our display cases, from the storage unit, must be loaded in the rented truck, and brought to the Fairgrounds, unloaded and set-up. We will also be setting up the flume.

### **FRIDAY SET/UP/SUNDAY TAKE DOWN - NOVEMBER 18th AND 20th**

As many volunteers as we can get are needed during the day on Friday and from 5:00 PM on Sunday. Friday, the display cases need to be assembled, as well as many odds and ends jobs too numerous to go into here. On Sunday, after the show is over, everything must be packed up, loaded in the truck, and delivered back to the storage area. Again, we have hired help to do the heavy lifting, but we still need members to assist in directing helpers on where materials go to be loaded into the truck. We also will need some people to go to the storage location to direct the hired help on where to put the unloaded materials

### **TICKET TAKERS, NOVEMBER 19th AND 20th**

Two people are needed for each 2-hour time slot. Responsibilities include taking tickets at the entrance doors, tearing the ticket in half, depositing one half in the box, and giving the second half to the guest. This position requires either sitting on a stool or standing. Requirements include a pleasant, friendly, helpful, courteous, and kind personality. At times, ticket takers are very busy. This is a very important position because ticket takers are the "first impression" that people get of our society.

### **INFORMATION TABLE - NOVEMBER 19th AND 20th**

Two to three people are necessary for each 2-hour time slot. Responsibilities include answering questions concerning the show and providing information about our society's activities. Information attendants should be able to direct visitors and provide information about everything from who is in charge, to where a particular dealer is located. This position requires sitting at the information desk. The ability to be pleasant and helpful, without getting flustered, is important. Club history books are located at this table as well.

### **SCHOLARSHIP FUND RAFFLE - NOVEMBER 19th AND 20th**

Two people per 2-hour time slot are needed. Responsibilities include encouraging people to purchase tickets for the raffle of the many items available. It is extremely important to be friendly, inviting, cheerful, and encouraging without being insistent. This position requires some standing. The main objective is to point out the items that may be won with only a \$1.00 ticket.

### **SHOW SECURITY - 19th AND 20th**

Two to four people are needed for each 2-hour time slot. Responsibilities are to observe people, watch for those acting in a disorderly manner (for example, drunk, smoking, or shoplifting), and report it to Show Chairman, Committee Chairperson, Fairground Security, or Armed Security. Show Security guards should NEVER confront or accuse anyone, ONLY report it. Greeting the public in a friendly manner is also important. This position requires walking around or standing.

## DEMONSTRATIONS- 19th AND 20th

People are needed to demonstrate their skills during each 2-hour time slot. The area is large enough for several demonstrators to present simultaneously. This is the opportunity to greet the public and show-off by participating in beading, stained glass, wire wrapping, chain making, or any other lapidary skills. If you are interested in volunteering to demonstrate at the show, please contact demonstration coordinator Kelly Azor-Anderson at 561-688-7903 or 561-635-7619

## LUNCH ON SET-UP DAY - NOVEMBER 18TH

Lunch will be served to the dealers, society members, and fairground workers on Friday, set-up day. We need someone who will shop for the supplies (we have a list - sandwich makings, drinks, salad, plates, utensils, donuts, coffee, etc.) Everyone makes their own sandwiches. You would be advanced funds for shopping. Serving is buffet style. We need a couple of volunteers there to oversee the buffet between 9am and 5pm - 2 hour shifts.

## MINING / FOSSILS/ GEODE CUTTING - NOVEMBER 19th AND 20th

Nine people for each 2-hour time slot are necessary to run the mining area effectively. Duties include keeping buckets filled, collecting money, and keeping lines moving. For the fossil dig and gemstone mining, volunteers will be briefed on what fossils and gemstones are available in the dig and mine. There will be cards available with fossil samples and rough gemstone samples to aid in identification if participants request the information. New "spin-the-wheel" game has been added this year, which will need a volunteer to help visitors play the game. Game involves a table marked with squares that correspond to numbers on the wheel. Player wins the prize in their square on the wheel. Volunteers need to assist visitors, keep table stocked with prizes and collect money.

Form can be turned in to either of the persons listed below, in whichever manner is easiest for you.

Turn the form in at any upcoming Membership meeting, Email, phone or mail

Barbara Ringhiser  
561-588-5458  
bar5678@aol.com

Jeff Ursillo  
561-706-9549  
bnmjjeff@aol.com

by mail: GMSPB volunteers  
PO Box 18095  
West Palm Beach, FL 33416-8095

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Best time to call: \_\_\_\_\_ Email: \_\_\_\_\_

Positions interested in: \_\_\_\_\_

(use additional sheet if necessary)

Please circle the shifts for which you are available:

Thursday, Nov. 17 (set-up)	9-11am	11am-1pm	1-3pm	3-5pm
Friday, Nov. 18 (set-up, lunch)	9-11am	11am-1pm	1-3pm	3-5pm
Saturday, Nov. 19	9-11am	11am-1pm	1-3pm	3-6pm (3 hours)
Sunday, Nov. 20	10 - Noon	Noon - 2pm	2 - 5pm (3 hours)	5 - ?pm (take down)