

VOLUNTEER, CHAPERONES FOR PROM NIGHT 3/3/23
Virginia Museum of Natural History
21 Starling Ave, Martinsville, VA
WELCOME AND THANK YOU FOR BEING HERE TONIGHT!

This event is designed to be a very special and exciting evening for our guests! There will be many things going on tonight. There is a lot of set up and coordination. Please arrive as close to 4 pm as possible! (we understand that some will be later due to work commitments)

ATTIRE: Volunteers please wear dressy clothes! Semi-formal etc, NO JEANS OR TEE SHIRTS ALLOWED
It is important that Volunteers stay until everything is cleaned & put away at the end of the night!!

Currently only space for REGISTERED GUESTS & VOLUNTEERS! If someone arrives that is NOT on the list, notify Laura or Bert! We are required to respect the VMNH & the fire code laws for occupancy.

Each Guest & Volunteer MUST be registered & sign in at the front table and get a NAME-TAG. Coat rack is in the lobby! Any guest that wants NAILS / HAIR done can go to the corner for the "Prom Pretty Station". Guests will be wearing **Gold** Name Tags, Volunteers will be wearing **Green** Name Tags. EACH GUEST gets a Crown/Tiara and a volunteer helps them with the corsage & boutonniere & assists each to line up for the RED-CARPET WALK.

VOLUNTEERS are to be gathered inside the doorway to Cheer, Clap and Welcome EACH GUEST FOR THE RED CARPET WALK as they come through the BALLOON ARCHWAY! The photographer will be there to take a photo of each one!!

REFRESHMENTS! **All guests eat first!!** IF there is food left over, then volunteers may enjoy some refreshments! We had a record (& unexpected numbers) of Guests register!

We will need to have volunteers/chaperones in many areas at the same time.

You may ask to be assigned to a specific area of responsibility and we will try to honor that request. However, at some point it is possible that we may have to ask you to move to cover another area during this evening. We ask you to respect that!

Volunteer Duties: Assisting guests to get their corsages & boutonnieres pinned on, show them where the hair/nail stations are, help to carry a plate of snacks to their seat, showing guests where the refreshment line, restrooms, limo sign-ups are etc., helping to step in and out of the limo, escorting guests for portraits, dancing with and talking to guests will be important.

Please remember that we are spending time with people that could possibly have never taken part in an event as formal as this and it's possible that their behavior may not be appropriate. Soft reminders about proper behavior should work. If that doesn't work then please report it to Laura or Rick Steere or Volunteers at the sign in table.

Keep in mind that front hugging is not acceptable...fist bumps, gentle high fives, positive verbal expressions and compliments are a good choice!

EACH GUEST will get a "Swag Bag" at the end of the night!!

This is an evening that will be an iconic moment for our guests and hopefully it be rewarding for you too!

ENJOY TONIGHT and REMEMBER THAT A SMILE IS A GREAT and EASY GIFT TO GIVE TO SOMEONE!