

# VOLUNTEER AT THE LEAGUE OF HISTORIC AMERICAN THEATRES 33rd ANNUAL CONFERENCE AND THEATRE TOUR

JULY 15-18, 2009 — Cleveland, OH

Volunteers are an essential component of the League conference. Volunteers assist in a number of pre-conference and conference administrative duties that are important to the overall event. We recognize the significant contribution volunteers make each summer, and we welcome your participation in our 33rd Annual Conference in Cleveland, *Focus 20/20: Your Theatre, Your Town*.

## Why Volunteer?

- Interact and network with your colleagues in the historic theatre field
- Get a "behind the scenes peek" at the 2009 Conference
- Contribute to the overall success of the conference, while still attending sessions and events.

## How Do Volunteers Contribute to the Conference?

Some of the responsibilities that Conference Volunteers may assist with include, but are not limited to, the following (*see page two for specific dates and times*):

### *Greeters*

Volunteers welcome attendees and help them navigate the conference by directing them to sessions, breakfasts, theatre tours, and information tables.

### *General Registration*

Volunteers will assist LHAT staff at the registration desk by distributing registration materials, (tote bags, name badges, event tickets) to conference participants.

### *"Stuffers"*

Before the conference begins on Wednesday, volunteers will help LHAT staff assemble materials into conference tote bags.

### *Group Leaders*

LHAT will need volunteers to guide and assemble conference registrants during bus and walking tours. This will involve being "in charge" of a bus or walking group to keep people oriented and on schedule, to guide them and expedite bus boarding. Help us adhere to our very tight schedule!

### *Meet & Greet Expo*

Volunteers will work with LHAT staff and exhibitors to set up the Meet & Greet Expo in the Wyndham Hotel Palace Ballroom.

### *Workshop Coordinators*

Volunteers will help LHAT staff facilitate the logistics of four sessions of 5-6 concurrent professional development workshops (each repeated back-to-back). Volunteers are needed to introduce presenters, distribute and collect handouts and session evaluations, and help with other related tasks.

### *Session Evaluation Tabulators*

Volunteers will assist staff with tabulating the results of tools & techniques session and peer discussion evaluation forms during unscheduled conference time (LHAT can make laptop available in the LHAT hotel office or you can use your own laptop and work wherever you like!).

## How Are Conference Volunteers Selected?

Complete and return the attached volunteer form by Monday, June 29th. Upon receiving all completed forms, LHAT staff will assign volunteers on the basis of their availability and preferred volunteer assignments.

**When will I know if I have been assigned duties as a Conference Volunteer?** You can expect to receive email notification of your volunteer assignments from LHAT by Friday, July 3rd.

### Questions?

Please contact Tisha Shelden, Membership Services Coordinator, with any questions by email at [tisha@lhat.org](mailto:tisha@lhat.org).

*\*Note: Hotel = Wyndham Cleveland Hotel throughout this chart*

Date/Time	Location	Type of Volunteer Needed	Event/Activity	# of Volunteers Needed
Monday, 7/13 5:00 - 7:00 PM	Hotel Hippodrome Room, 3 <sup>rd</sup> Level	Stuffers	Tote Bag Stuffing	3-4
Tuesday, 7/14 7:00 - 8:45 AM	Wyndham Hotel Lobby, 3 <sup>rd</sup> Level	Greeters, Registration Help	Registration for Pre-Conference Ramble and Pre-Conference Workshop	2
Wed., 7/15 7:45 - 9:30 AM	Wyndham Hotel Lobby, 3 <sup>rd</sup> Level	Greeters, Registration Help	Registration for Trolley Tour of Cleveland	2
9:00 - 11:30 AM 10:00A-12:00 PM 12:30 - 2:00 PM	Wyndham Hotel Lobby, 3 <sup>rd</sup> Level	Greeter, Registration Help	Conference Registration (3 shifts)	2 2 2
Wednesday, 7/15 11:30AM-12:30PM	Hotel Palace Ballroom, 2 <sup>nd</sup> Level	Luncheon Greeters	Welcome attendees to Opening Luncheon; check badges and/or tickets at the door.	2
Wednesday, 7/15 2:00 - 3:15 PM	Hotel Meeting Rooms, 3 <sup>rd</sup> Level	Workshop Coordinators + Hanna Th. Guide	Introduce workshop presenters; distribute/collect handouts + session evaluations, take a head count	6
Wednesday, 7/15 3:30 - 4:45 PM	Hotel Meeting Rooms, 3 <sup>rd</sup> Level	Workshop Coordinators + Hanna Th. Guide	Introduce workshop presenters; distribute/collect handouts + session evaluations, take a head count	6
Wednesday, 7/15 6:15 - 6:30 PM	Palace Theatre Grand Hall	Group Leader (1), Reception Greeters (2)	Direct attendees from hotel to Palace Theatre. Welcome attendees to Opening Reception; check badges/tickets at the door.	3
Thursday, 7/16 7:00 - 9:00 AM	Hotel Lobby, 3 <sup>rd</sup> Level	Greeters, Registration Help,	Single Day Registration; Direct attendees to Resource Room, Breakfast/Nuts & Bolts	2
Thursday, 7/16 9:45 - 11:00 AM	Hotel Meeting Rooms, 3 <sup>rd</sup> Level	Workshop Coordinators + State Th. Guide	Introduce workshop presenters; distribute/collect handouts + session evaluations, take a head count	7
Thursday, 7/16 11:15 AM - 12:30 PM	Hotel Meeting Rooms, 3 <sup>rd</sup> Level	Workshop Coordinators+ State Th. Guide	Introduce workshop presenters; distribute/collect handouts + session evaluations, take a head count	7
Thursday, 7/16 12:30-1:45PM 1:45 - 3:00PM	Hotel Palace Ballroom, 2 <sup>nd</sup> Level	Meet and Greet Expo Setup	Help Exhibitors set up tables and displays	2
Thursday, 7/16 3:15 - 6:00 PM	Hotel Palace Ballroom, 2 <sup>nd</sup> Level	Expo Greeters	Welcome attendees to Expo; check badges and hand out tickets at the door.	2
Thursday, 7/16 During Free Time	Hotel Hippodrome Room, 3 <sup>rd</sup> Level	Tabulate Session Evaluations	Enter data from sessions into online survey	1
Friday, 7/17 7:30 - 8:30 AM	Hotel Lobby, 3 <sup>rd</sup> Level	Greeters, Registration Help,	Single Day Registration; Direct attendees to Resource Room and Peer Breakfast	2
Friday, 7/17 9:45 -11:00 AM	Hotel Meeting Rooms, 3 <sup>rd</sup> Level	Workshop Coordinators	Introduce workshop presenters; distribute/collect handouts + session evaluations, take a head count	5
Friday, 7/17 11:15 AM - 12:30 PM	Hotel Meeting Rooms, 3 <sup>rd</sup> Level	Workshop Coordinators	Introduce workshop presenters; distribute/collect handouts + session evaluations, take a head count	5
Friday, 7/17 1:15 - 4:00 PM	Euclid Street Valet Circle	Tour Group Leaders	One person per bus to expedite loading/unloading; deliver instructions/info to attendees en route to/from theatre	2

Saturday, 7/18 9:30 – 11:00 AM	Hotel Meeting Rooms, 3 <sup>rd</sup> Level	Workshop Coordinators	Introduce workshop presenters; distribute/collect handouts + session evaluations, take a head count	5
Saturday, 7/18 11:15 AM–12:30PM	Hotel Meeting Rooms, 3 <sup>rd</sup> Level	Workshop Coordinators	Introduce workshop presenters; distribute/collect handouts + session evaluations, take a head count	5
Saturday, 7/18 During Free Time	Hotel Hippodrome Room, 3 <sup>rd</sup> Level	Tabulate Session Evaluations	Enter data from sessions into online survey	1 or 2
Saturday, 7/18 4:30– 5:30PM (3) 5:30–6:30 PM (1) 6:30– 7:30PM (3) 7:30–8:30 PM (1)	Hotel Palace Ballroom East, 2 <sup>nd</sup> Level	Silent Auction Coordinators	Assist with Silent Auction set-up; sell raffle tickets and register bidders; document winners; organize prizes for collection	6-8
Saturday, 7/18 6:15 - PM	Hotel Palace Ballroom East, 2 <sup>nd</sup> Level	Reception Greeter	Welcome attendees to Closing Night Reception; check badges and/or tickets at the door.	2

Please complete the following form and **email or fax it back to LHAT by Monday, June 29th**. We will respond to you by July 3rd with proposed volunteer assignments and schedule.

**Questions?** Email Tisha Shelden at [Tisha@lhat.org](mailto:Tisha@lhat.org)

**Name** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Type of Volunteer**

**Days Available**

**Times Available**

***Email to TISHA@LHAT.ORG or Fax to (410) 837-9664***