

Volunteer Job	Check In Location	Check in Time	Shift Time	What to Wear	Job Description
Announcing Royal Crownings	Valley Church/Lower Level	2:30	2:30-6:30 PM	Suit/Tux	Announce the guests as the King/Queen as they walk the carpet
Behavioral specialist	Valley Church/Lower Level	2:30 or 4:30	2:30-9:30, 4:30-9:30	NTS polo & black pants/jeans	
Beverage /Table Busser - Community Center	Valley Church/Lower Level	5:00 PM	5:00-9:00 PM	White shirt/black pants/bow tie provided	Check and see if guests need anything once the meal is served and clear tables when the meal is done.
Buddy Matching Assistant - Valley Church	Valley Church/Lower Level	3:30 PM	3:30-6:30 PM	NTS t-shirt/black pants	Assist at the buddy matching station.
Buddy Matching Station	Valley Church/Lower Level	3:30 PM	3:30-6:30 PM	Blue NTS t-shirt & black pants/jeans	Lead the volunteers in that section and pair guests with Prom Buddies
Buffet and Dessert Server - Community Center	Valley Church/Lower Level	5:00 PM	5:00-9:00 PM	White shirt/black pants/bow tie provided	Help serve dinner to our guests and their buddies at the buffet line
Bus Loading Assistant - VCC (18+)	Community Center		7:30-10pm	Dress for being outside	Help getting guests outside to their pick up ride
Clean Up - Gym Valley Community Center	Valley Community Center	9:15 PM	9:15 PM -Until Done	NA	
Clean Up - Valley Church 7:00 - 8:30 PM	Valley Church - Auditorium	7:00 PM	7:00-8:30 PM	NA	
Clean Up - Valley Church 9:00-10:30 PM	Church - Welcome Desk	9:00 PM	9:00-10:30 PM	NA	
Clean Up - Valley Community Center	Valley Community Center	9:15 PM	9:15 PM -Until Done	NA	
Coat Check - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Collect and store guests' coats and belongings
Dance Buddy -Valley Community Center	Community Center - Joe Bud	7:00 PM	7:00-9:00 PM	Dressy Clothes	Dance the night away and encourage guests to join in on the fun.
Dietition Assistant - Valley Comunity Center	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Assist the allergist and dieticians with distributing food for our guests with food allergies/special dietary needs.
Disney character	Valley Church	2:30 PM	2:30-6:30 PM	Character Costume	In the auditorium to interact with guests. Cinderella and Prince Charming will crown the guests.
Door prizes	Valley Church	2:30 PM	2:30-8:00 PM	NTS t-shirt/black pants	Man the golden ticket/Door prizes table and help distribute to winners
Flower Distribution - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Help each guest receive a corsage or boutonniere
Food Allergy Specialist - Community Center	Valley Church/Lower Level	5:00 PM	5:00-7:00 PM	NTS t-shirt/black pants	Assit the Dietician Specialist in taking notes on needs for allergies, dishing up food, etc.
Footman - Valley Church & Community Center	Valley Church/Lower Level	4:00 PM	4:00-6:30 PM	Suit/Tux & for the weather	Open doors to the limo to help guests in (Church) or out (VCC)
Greeters - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants (bring coat)	Hold the doors open as our guests arrive and greet them with a warm smile. Also open doors as our guests get into their limos.
Hair Salon Assistant - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Assist in the hair salon by replenishng supplies, keeping the room clean, and monitoring the wait line.
Hair Stylist - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Style the guests' hair
Head Security	Valley Church/Lower Level	2:30 PM	2:30-9:30 PM	NTS blue t-shirt/black pants	Coordinate and communicate with team, make sure guests don't leave without a parent/caregiver picking them up. Help with any encounters. Watch to make sure only volunteers/guests are in the designated areas, especially prom
Hospitality Assistant - Valley Church	Valley Church/Lower Level	5:00 PM	5:00 - 7:30 PM	NTS t-shirt/black pants	Help in the hospitality room at Valley Church. Mingle with parents and caregivers of our guests and help them feel loved and provided for.

Hospitality Assistant - Valley Church	Valley Church/Lower Level	7:00 PM	7:00-9:30 PM	NTS t-shirt/black pants	Help in the hospitality room at Valley Church. Mingle with parents and caregivers of our guests and help them feel loved and provided for.
Hospitality Room Leader	Valley Church/Lower Level	2:30 PM	2:30-9:00 PM	NTS Polo/black pants	Set up the room and lead volunteers, greet parents/care givers
Karaoke Assistant - Community Center	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Help the guests in line choose a song.
Karaoke Audience - Community Center	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Help cheer on our guests as they perform and help them feel like stars of the night.
Karaoke emcee	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Run the Ipad for the guests, monitor the mic and help guests pick out song. Interact with guests and keep audience engaged.
Kitchen Crew - Valley Church	Valley Church/Lower Level	5:00 PM	5:00-9:30 PM	NTS t-shirt/black pants	Assist in serving meals to guest in the hospitality room and any necessary preparations.
Limo Loading Assistant - Valley Church	Valley Church/Lower Level	3:30 PM	3:30-6:30 PM	NTS t-shirt/black pants/coat and gloves	Monitor the flow of guests getting into limousines as they leave for prom. May need to assist some guests as they enter the limo or party bus.
Limo Loading Leader	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS Polo/black pants	Direct the volunteers and getting groups of guest/buddies ready to load the next limo
Make Up	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Do the guests' Make-Up and provide supplies
Make Up Assistant - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Assist the Mary Kay consultants by replenishing supplies, keeping the room clean, and monitoring the wait line.
Massage	Valley Church/Lower Level	3:00 PM or 6:00 PM	3:00-6:00 or 6:00-9:00	Black pants and company shirt	Provide chair massages for parents/caregivers
Media	Valley Church/Lower Level	2:30 PM	2:30-9:00 PM	NTS t-shirt/black pants	Record Facebook Live video throughout the night
Medical Team - Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS blue t-shirt/black pants	Available to help with medical needs - Welcome Area is station
Medical Team - Community Center	Valley Church/Lower Level	4:00 PM	4:00-9:30 PM	NTS blue t-shirt/black pants	Be available to help with medical needs - VCC office is station
Nail Assistant - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Replenish supplies and keep the line moving in a smooth and orderly fashion
Nail Salon Artist - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Paint the guests' fingernails and help them feel special
Nursery cleanup	Valley Church Welcome Desk	9:00 PM	9:00-10:00 PM	NA	Direct the volunteers in resetting the rooms
Parking Lot Attendant 2:00-5:30 PM	Valley Church/Lower Level	2:00 PM	2:00-5:30 PM	Dress according to weather	Help direct traffic in the parking lots
Parking Lot Attendant 5:00- 8:00 PM	Valley Church/Lower Level	5:00 PM	5:00-8:00 PM	Dress according to weather	Help direct traffic in the parking lots
Parking Lot Attendant 7:30-10:00 PM	Valley Community Center	7:30 PM	7:30-10:00 PM	Dress according to weather	Help direct traffic in the parking lots
Photo Station Assistant	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Keep the photo line moving smoothly and assist the photographers as needed.
Photographer	Valley Church/Lower Level	arranged by Kevin	arranged by Kevin	NTS t-shirt/black pants	Take pictures of our guests
Pre Prom Limo Loaders	Valley Church/Lower Level	3:30 PM	3:30-6:30 PM	NTS t-shirt/black pants	Interact with guests waiting in the limo line, checking their name off the list, and helping them get in line for the next limo ride.
Pre-Prom Buddy - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Accompany guests as they visit various pre prom stations (hair, make-up, shoe shine, etc.)
Pre-Prom Extra Help - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Available to step in any pre prom role in case of a last minute cancellation.
Pre-prom info desk	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Answer questions and knowledgeable about the ministry

Pre-Prom Queen Greeter	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	One - Greet the guests and make sure they did the pre-prom activities before coming in to the Royal Crowning Station. Two - Greeting the guests and getting their names and pulling their announcement card to hand to the announcer.
Prom Activity Assistant - Community Center	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Assist at the prom activity stations by keeping guests excited, keeping lines moving, and helping guests make decisions for the activity.
Prom Buddy 3:45-9:15 pm	Valley Church/Lower Level	3:45 PM	3:45-9:15 PM	Formal Attire	Accompany a guest throughout prom - limo ride, dinner, dancing, and fun activities
Prom Buddy 4:30-9:15 pm	Valley Church/Lower Level	4:30 PM	4:30-9:15 PM	Formal Attire	Accompany a guest throughout prom - limo ride, dinner, dancing, and fun activities
Prom Buddy 5:00-9:15 pm	Valley Church/Lower Level	5:00 PM	5:00-9:15 PM	Formal Attire	Accompany a guest throughout prom - limo ride, dinner, dancing, and fun activities
Prom Buddy attending with specific guest	Guest Registration	Coordinate with guest		Formal Attire	Accompany your guest through the evening, getting them to do the activities, help get their food, and dance the night away.
Prom Extra Help - Valley Community Center	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Available to step in any prom role in case of a last minute cancellation.
Prom greeter	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Welcome guests, cheer them on and be available to direct as needed or get supplies.
Prom Info Desk	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Answer questions and knowledgeable about the ministry
Red Carpet Cheerer - Community Center	Valley Church/Lower Level	4:00 PM	4:00-6:30 PM	NTS t-shirt/black pants	Line the red carpet at the Valley Community Center. Cheer on our guests as they arrive for prom. Parents must stay with any children 10 and under.
Royal Crowning Assistants - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Assist the leaders at the Royal Crowning Station.
Royal Crowning Audience - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	Encourage to dress up and kids can dress in a non-scary costume	Cheer our guests as they walk the red carpet in the church auditorium to receive their crowns/tiaras. Parents please keep children with you at all times.
Seamstress - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Help with minor clothing repairs. Please bring a portable sewing machine.
Security 2:00 - 6:30 PM	Valley Church/Lower Level	2:00 PM	2:00-6:30 PM	NTS t-shirt/black pants	Help monitor doors and work with security team
Security 4:00 -9:00 PM	Valley Church/Lower Level	4:00 PM	4:00-9:00 PM	NTS t-shirt/black pants	Help monitor doors and work with security team
Security 7:30-10:00 PM	Community Center/Security S	7:30 PM	7:30-10:00 PM	NTS t-shirt/black pants	Help monitor doors and work with security team
Serve Volunteer Meals - Valley Church	Valley Church/Lower Level	3:30 PM	3:30-8:00 PM	NTS t-shirt/black pants	Help stock and serve dinner to the volunteers
Set Up - Thursday	Valley Church or Community	9:00 AM	9:00 AM - 12:00 PM	NA	
Set Up - Thursday	Valley Church or Community	12:00 PM	12:00 PM - 4:00 PM	NA	
Set Up - Thursday	Valley Church or Community	6:00 PM	6:00-8:30 PM	NA	
Set-up - Friday	Valley Community Center	9:00 AM	9:00 AM-12:00 PM	NA	
Shoe Shine Station - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Shoe Shine the guests' shoes.
Shuttle Driver 3:30-5:00 PM	Valley Church/Lower Level	3:30 PM	3:30-5:00 PM	NTS t-shirt/black pants	Drive volunteers between the church and VCC
Shuttle Driver 4:30-8:00 PM	Valley Church/Lower Level	4:30 PM	4:30-8:00 PM	NTS t-shirt/black pants	Drive volunteers between the church and VCC
Shuttle Driver 8:00-10:00 PM	Community Center/Security S	8:00 PM	8:00-10:00 PM	NTS t-shirt/black pants	Drive volunteers between the church and VCC
Snack Assistant - Valley Church	Valley Church/Lower Level	2:30 PM	2:30-6:30 PM	NTS t-shirt/black pants	Help keep the snack area stocked and looking nice
Translation Team	Valley Church/Lower Level	2:30 PM	2:30-9:30 PM	NTS blue t-shirt/black pants	Available to assist with communication for guests

Valet parking and security	Valley Church/Lower Level	Various Times	Various Times	Dress for the weather	Direct Traffic and park cars
Videographer	Valley Church/Lower Level	2:30 PM	2:30-9:00 PM	NTS t-shirt/black pants	Record video throughout the night
Volunteer Check-in - Valley Church	Valley Church/Lower Level	2:00 PM	2:00-6:00 PM	NTS t-shirt/black pants	Help volunteers check into the event.
Welcome Team Assistants - Valley Church	Valley Church/Lower Level	2:00 PM	2:00-6:30 PM	NTS t-shirt/black pants	Help the Welcome Team check in our guests.
Wheelchair shuttle driver	Valley Church/Lower Level	4:00 PM	4:00-6:30 PM	NTS t-shirt/black pants	Will need to pick-up and return the rental van outside of the shift time. You will drive and help load the guests in wheelchairs.
Wheelchair unloading, prom	Valley Church/Lower Level	4:00 PM	4:00-6:30 PM	NTS t-shirt/black pants	Will help unload the guests in the wheelchair as they arrive at the prom