



## 2011 Volunteer Position Descriptions

<i>Name of Job</i>	<i>Description</i>
Awards Ceremonies	Assisting in handing out the awards to the winners of the car club and Show Day awards; includes control of crowds and enabling drive-up of winning cars; also distribution of Peer awards on Show Field Sunday afternoon
Car Card Placement	Setting up the plastic stands with descriptive info about each vehicle including hammering large nail pins into the ground to setup; PM shifts include taking the car card displays down and removing from the field early on Saturday and Sunday AM.
Entrance Gates	Managing entrance at the various entry points for the Car Club Day and the Show Day; selling and taking tickets; handling will calls and VIP entrants, Press arrival; preventing unauthorized entrance Saturday and Sunday from 9:30AM until 4:00PM
Setup/Takedown	Setting up and taking down tents, fences, signage, tables, chairs, display stands various times on Wednesday-Friday, Saturday, Sunday and Monday
Concours Host Station and Balloting	<ul style="list-style-type: none"> <li>• Hosting the owners on the show car field; providing the owners with any info or items or help they may need</li> <li>• Providing visitors with information and directions about the show</li> <li>• Handling all balloting needs for People's Choice, Peer Awards, Barn Finds, etc.</li> </ul>
Access Control and Hosting	<ul style="list-style-type: none"> <li>• Controlling the entrance to the VIP, Sponsor, Participants, and other tents based on checking credentials for entrance</li> <li>• Hosting the tents which have art and displays and special exhibit vehicles in tents; includes assisting with info and needs of attendees and vehicle protection for special cars and items</li> <li>• Controlling access to the grounds of the show</li> </ul>
Tour Hosting	On Saturday, hosting the tour participants at start of tour (Hall-Brooke), mid-tour stop and/or Lunch stop, end of tour stop (Hunt Club); involves greeting, checking in, directing the parking and participants, and guarding the cars while parked
Trailer and Volunteer Parking	Directing the parking of all trailers for show cars and motorcycles; parking of visitors and all volunteers and directing them to shuttle bus to Hunt Club; this is at Long Lots School, Staples High School and Hall-Brooke on day of show
Vehicle Placement	Directing the placement of cars and motorcycles on the show field and in special exhibit areas on Saturday for Club Day and CCCA Grand Classic and on Concours Sunday; does not include driving of the vehicles
Field Set Up Management and Equipment Delivery Coordination	Assist J. Shuck Laying out the field for tents, coordinating delivery and storage of tents, golf carts, tables and chairs, electrical, AV and vendors. Monday, Tuesday, Wednesday, Thursday and Friday: 8 AM until 5PM.
Entrant's gift bag Preparation	Prepare Gate materials including lanyards and tickets. Assemble gift bags for Car Owners.
Event Sign Placement	Assist in placing roadside advertising signs around town 2 weeks prior to event.