

# **NATIONAL BUICK MEET VOLUNTEER DESCRIPTION**

## **Host Committee Information/Sales Table**

SUPERVISOR: Lonnie Priest

GOAL: You want the attendee leaving the Host Table feeling welcomed, wanted, and excited that they came. Smiles and cheerfulness are a must. Ability to socialize a plus! Ability to multitask doing T-shirt sales, giving directions, and answering questions.

HOURS OF OPERATION: Tuesday – Friday, 8AM – 5PM; Saturday, 7AM-2PM

NUMBER OF VOLUNTEERS: 2

TIME: 2-hour stints

PHYSICAL EXERTION: Sitting, Standing, Bending, Light Lifting

DUTIES:

- Report to the Information Table on time
- Report to supervisor for assignment
- Greet attendees as they arrive.
- Be informed of the Meet layout to provide directions
- Be informed of the Meet schedule to provide information
- Promote T-Shirt and Poster sales. Be aware of the price changes with increasing T-Shirt sizing.
- Collect cash and make change for sales
- Learn the Credit Card charge operation on the Square to accept credit card sales.