



Gospel For Muslims Inc.  
 MBB Conference  
 September 24-25, 2010

Volunteer Opportunities

Position and Description	Captain	# of Volunteers per shift	Date & Time	Location
<b>Pre-event Volunteers</b>				
<b>Contact Volunteers:</b> Assist GFM in making contacts (phone calls) to encourage conference attendance for early registration. (Training will be provided)		2	As soon as registration is set up; 8-5 or Thur. evening at GFM, anytime from home	GFM Office / Home
<b>Registration Facilitators:</b> <i>Computer skills necessary.</i> Assist GFM Staff in monitoring phone calls by taking/answering registration questions and processing on-line registration. (Training will be provided)		2	As soon as registration is set up; 8-5 or Thur. evenings	GFM Office
<b>Decorations Volunteers:</b> Assist GFM Staff with table centerpieces and other decoration preparation. (Instruction given on-site)		10	August / September	GFM Office
<b>Conference Signage:</b> Responsible for creating the proper signage throughout the conference facility to direct attendees. Locations include inside the building, outside the building, near elevators, and in the parking garage. Direct to plenary session, break-out sessions, registration, volunteer and speaker check-in, exhibitors, refreshments, etc...		3	August / September	The Heights / GFM Office
<b>Appreciation Bag Volunteers:</b> Assist GFM Staff in assembling 1,000 appreciation bags. (Instruction given on-site)		10	Week of Sept 13-18	GFM Office



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<b>MBB Conference Volunteers</b>				
<b>Volunteer Training &amp; Lunch will be held September 18, 2010, 10:30 a.m. - 1:00 p.m. at The Heights</b>				
<b>Conference Set-Up and Take down Volunteers:</b> Assist GFM Staff in setting up and taking down check-in tables, promotional display tables, signage as well as oversee rooms setup by church staff.		10	Thursday, Sept 23 Shift 1: 6-9 PM Saturday, Sept 25 Shift 2: 6-8 PM	The Heights Lobby
<b>Volunteer Check-In Coordinators:</b> Assist GFM Staff with all volunteer check-in and instructions throughout entire conference and banquet. Serve as home base for all volunteer questions and needs.		2	Friday, Sept 24 Shift 1: 10:30AM-2 PM Shift 2: 2-5:30 PM Saturday, Sept 25 Shift 3: 8-11 AM Shift 4: 11 AM - 2 PM Shift 5: 2 - 5:30 PM	The Heights Lobby
<b>Speaker Check-In Coordinators:</b> Assist GFM Staff with the speakers check-in and instructions as well as assist speakers with any last minute needs.		2	Friday, Sept 24 Shift 1: 11am - 2pm Shift 2: 2 -5 PM Saturday, Sept 25 Shift 3: 7:30 - 10 AM Shift 4: 10 AM - 1 PM Shift 5: 1-4 PM	The Heights Lobby
<b>Conference Attendee Check-In:</b> Assist GFM Staff with attendees check-in by verifying identification, distributing the conference packet, goodie bags, etc. as well as giving any needed instructions to attendees. Monitor communication board.		4	Friday, Sept 24 Shift 1: 12-3 PM Shift 2: 3-6:30 PM Saturday, Sept 25 Shift 3: 8-11 AM Shift 4: 11- 2:30 PM Shift 5: 2:30- 6 PM	The Heights Lobby



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<b>Media / Tech Facilitators:</b> <u>Technical skills requested.</u> Facilitators will monitor media (audio/visual and lighting needs) and coordinate smooth operations with the PCBC staff. The facilitators will make sure technical items are in place and functional for sessions (computers, projectors, microphones, etc.)		3	Friday, Sept 24 Shift 1: 12:30- 6:30 Saturday, Sept 25 Shift 2: 8 AM - 6 PM	The Heights - across campus as needed
<b>Conference Timekeepers:</b> <u>Time management skills requested.</u> Timekeepers will monitor timing of conference activities in plenary and breakout sessions. Timekeepers will give time limit warnings for main sessions as well as ensure that speakers are at the appropriate place at the appropriate time.		5	Friday, Sept 24 Shift 1: 1:30-6:30 PM Saturday, Sept 25 Shift 2: 9 AM - 1 PM Shift 3: 1 PM - 6 PM	The Heights - across campus as needed
<b>Conference Presenter Moderators:</b> <u>Public speaking and time management skills requested.</u> Moderators will be assigned to a specific presenter and will work closely with the presenter in assisting his/her set-up, if needed. The moderators will start the breakout sessions by passing out any handouts, give a brief overview of the presenter's topic and introduce the presenter. During the session, the moderator will monitor the 60 minute presenter timeframe as well as moderate the attendees 15 minute Q&A at the conclusion of the session.		11	Friday, Sept 24 Shift 1: 3 - 5 PM Saturday, Sept 25 Shift 2: 10 - 12 PM Shift 3: 12:30 - 4 PM	The Heights - breakout session rooms
<b>Handouts Coordinator:</b> Make copies week before conference. Make sure handouts are in designated room for breakout sessions and other plenary sessions.		2	Friday, Sept 24 Shift 1: 3 - 5 PM Saturday, Sept 25 Shift 2: 10 - 12 PM Shift 3: 12:30 - 4 PM	The Heights - breakout session rooms



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<b>Hosts / Hostesses:</b> Responsible for checking attendee name badges coming/going during conference, and receptions as well as directing participants to meeting areas. Everyone must display a proper name badge the entire time. Monitors will also run quick errands should someone or something be needed. Assist where needed.		8	Friday, Sept 24 Shift 1: 12:30-3:30 PM Shift 2: 3:30-6:30 PM Saturday, Sept 25 Shift 3: 8:30-11:30 AM Shift 4: 11:30-3 PM Shift 5: 3 - 6:30 PM	The Heights - across campus as needed
<b>Display Table Facilitators:</b> Oversee the display tables, i.e. keeping items in order, monitoring the promo DVD auto-play, maintaining stocked merchandise, processing/collecting merchandise sales and answering merchandise questions.		2	Friday, Sept 24 Shift 1: 12:30-3:30 PM Shift 2: 3:30- 6:30 PM Saturday, Sept 25 Shift 3: 8:30-11:30 AM Shift 4: 11:30-3:00 PM Shift 5: 3:00-6:00 PM	The Heights - foyer
<b>Conference Transportation Hospitality Volunteers:</b> Responsible for coordinating transportation needs for conference participants.		2	Friday, Sept 24 Shift 1: 11:30 - 2 PM Shift 2: 2 - 5 PM Shift 3: 5 - 7 PM Saturday, Sept 25 Shift 4: 8 - 11 AM Shift 5: 11 - 3 PM Shift 6: 3 - 7 PM	The Heights area and conference hotel



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<b>Conference Refreshments Hospitality Volunteers:</b> Responsible for keeping beverages and snacks stocked properly in the common area as well as the speaker hospitality room.		3	Friday, Sept 24 Shift 1: 1 - 4 PM Shift 2: 4 - 6:30 PM Saturday, Sept 25 Shift 3: 8 - 11:30 AM Shift 4: 11:30 - 3 PM Shift 5: 3-6 PM	The Heights - foyer
<b>Prayer Ministry:</b> Be available to pray for conference participants and attendees, as they come to the prayer room with requests. Gather prayer requests from prayer boxes, monitor prayer wall. Prayer walk the facility and pray ongoing for conference activities.	Ruth Hatton 817-319-8790 whitestone1@sprint mail.com	7	Friday, Sept 24 Shift 1: 12 - 3 PM Shift 2: 3 - 6:30 PM Saturday, Sept 25 Shift 3: 8 - 12 PM Shift 4: 12 - 3 PM Shift 5: 3 - 6 PM	The Heights - prayer room and across campus
<b>MBB Hospitality:</b> Responsible for finding host homes for MBB's for the duration of the conference. Also responsible for providing transportation and meals for MBB's. Should be available to provide for any needs of MBB's for the duration of the conference.		Depends on number of MBB's	before, during, and after conference, as MBBs arrive and depart	The Heights / Home