

FIELD CREW

- Run fencing
- Put up signs
- Assist any pre-show set-up
- Install tie downs for planes and exhibitors
- Tie down aircraft
- Assist exhibitors with booth set-up if needed
- Stay at Hanger 72 and wait for assignments from Team Leader
- Deliver tables and chairs
- Deliver ice
- Set up announcer's tower
- Assist with electrical
- Lock/unlock entry gates
- Be available throughout show for maintenance, repairs and tie downs
- Tear down at end of show
- Roll and store fencing
- Organize Hanger 72 for next year's Expo

FLIGHTLINE / TAXIWAY ATTENDANT

- Monitor aircraft gates
- Drop yellow rope to allow aircraft in and out of show
- Allow only banded pilots and passengers beyond your gate
- Clear pedestrians out of the way of moving aircraft
- Direct pilots to push aircraft into staging area before loading/unloading passengers
- Help to avoid bottlenecks within show
- Remain at your gate

FOOD VENDOR SUPPORT

- Introduce yourself to all food vendors
- Assist them getting supplies to and from their vehicles
- Sell ice to food vendors and exhibitors
- Make the rounds within the food court area
- Assist anyone who may need a ride within the Expo grounds
- Keep Show Center tent tidy

FORUMS AND WORKSHOPS

- Prepare the Forum and Workshop areas
- Double check sound/projector equipment is placed and functional
- Make each presenter feel welcome
- Take three counts per hour per forum or workshop
- Clean each classroom/area before next presentation
- Assist presenters in returning their equipment to their site, assist them in solving problems, if any, and assist other Team Leaders when needed

GOLF CART PARK ATTENDANT

- Check out golf carts to only those assigned volunteers
- Wipe down carts in the morning
- Keep carts clean
- If items found in cart, take to Lost and Found in the Information Tent
- Inform Aircraft Repair of repairs, if needed
- Account for all carts at the end of each day
- Some volunteers may keep carts all four days, note this on sign out sheet
- Monitor fuel level, if under $\frac{1}{2}$ tank, go to Fuel Farm at 5 p.m. to gas up
- Remind everyone to never leave the keys in an unattended golf cart

GOLF CART SHUTTLE

Four golf carts per shift:

- Two will shuttle attendees from *General Parking* and *Drone Pilots Parking* to *Admissions Main Gate*
- One will drive the Expo grounds in a circuit from *Main Gate* to *Flight Line*
- One will shuttle attendees from *Handicapped Parking (T)* to *Main Gate* or *Scotaround area* as well as from *Volunteer Parking (Q)* to *Volunteer Check In*

If you are requested to go somewhere else, notify your Team Leader of the location, and return to your route after you have finished that special request

HOMEBUILTS AND UNDERWING CAMPING

- Assist aircraft in and out of their area
- Check paperwork and distribute wristbands
- Monitor pedestrians in the area
- Assist pilots and campers with any special needs

INFORMATION / LOST AND FOUND

- Learn the Expo layout
- Distribute maps, programs, magazines, giveaways and other printed material
- Direct attendees to their desired destinations
- Inform attendees about Highlands County
- Collect Lost and Found items and log them in, then log them out when claimed. Team Leader will take the Lost/Found case to the Expo/Reception office for safe keeping at the end of every day and retrieve in the morning
- Information is the staging area for any lost children/adults. If it is a lost child, do not let them go with anyone until Team Leader or Volunteer Coordinator has verified that a parent or guardian is picking up the child

MEDIA CENTER SUPPORT

- Set-up tables and chairs
- Set-up snack table, make coffee, and keep cold beverages on hand
- Keep the area clean
- Assist Media personnel anyway you can
- Provide golf cart transportation when asked
- Keep track of Media Golf Cart Check Outs.

PARKING LOT ATTENDANTS

General Parking

- Set out cones

Rotary - Front Man:

- Greet all drivers in a friendly way
- Guide everyone without windshield display or handicapped sign, into General Parking. This includes Volunteers that don't have their parking sign, they can get a new one from a Volunteer Coordinator. Direct all motorcycles to Motorcycle Parking
- Have two people in the lot to guide drivers into the spot you want them in
- Let people know golf cart shuttles are available or direct them to the Shuttle Stop
- Post two people in the road and two people in the lot

SHUTTLE DRIVERS

- Eastside -- provide transportation to *Main Gate* and information for pilots and passengers arriving by air. Hand out departure instructions (knee boards)

- Local -- provide transportation to *Main Gate* and information for other attendees and volunteers arriving from racetrack camping area, hotel and terminal

- All
 - Know your route

 - Stick to your route

 - Do not stop in the road

 - Obey all speed limits

 - Do not overload vans; every passenger must have a seat

 - Hand out Shuttle schedules

 - Follow all instructions from Shuttle Park Team Leader

TRASH

- Place waste containers prior to show
- Keep the Expo grounds clear of trash
- After Exhibitors and Food Vendors have packed their booths -- collect waste containers and put into designated locations at end of the Expo
- Assist anyone who may ask for a ride from point to point
- Respond accurately to questions from exhibitors and attendees

VOLUNTEER CHECK-IN

- Greet volunteers and check them in
- Make sure they know where their position is and time slot
- Inform them about water cart and lunches

VOLUNTEER LUNCH / SUPPORT

- Set-up tables and chairs as shown on diagram
- Put soda and water on ice early each morning
- Make coffee early for arriving volunteers and make more when low
- Organize the food on the table: sandwiches, chips, cookies, drinks, napkins and condiments
- Check off names so a count can be tabulated each day
- Serve lunches and drinks to volunteers before and during the Expo
- Maintain the lunch tent; clean tables and serving area
- At the end of the day, see that the leftover food is refrigerated

PARKING LOT ATTENDANTS - CONTINUED

Expo Volunteers:

Handicapped / Motorcycle Lots

- Guide vehicles and motorcycles to designated lots
- Park motorcycles at far west end of Terminal Building paved lot (S)
- Direct motorcycle attendees to Admissions Main Gate
- Park Handicapped vehicles in paved lot T
- Transport Scootaround people through Pedestrian Gate 19 and "introduce" them to the Admissions Volunteer on duty there
- Call for golf cart shuttle when needed (number on back of your name tag)

Exhibitor, Drone Pilots & Media Lots

- Park Exhibitors in designated lot (L)
- Park Media in designated lot (L)
- No trailers or large trucks are allowed in Exhibitor parking; direct them to trailer parking
- Park Volunteers in designated lot (Q)
- Give directions to any other vehicles and send them to proper areas
- Drone Pilots will have a designated area near Hangar 60