

## COMMENCEMENT | HOSPITALITY VOLUNTEER NEEDS

Commencement hospitality volunteers are guests' first interaction at Commencement. Our main role is to provide directions, answer questions, help guests find resources, hand out programs, etc. There are several stations where volunteer assistance is needed. Potential volunteer assignments and locations are provided below.

### VOLUNTEER LOCATION ASSIGNMENTS:

| Location   | Task   | Number needed |
|--|--|---------------|
| Parker Plaza info tent (east side)                 | Help set up info table, set up sandwich board signs, answer questions/provide directions, watch for bags (clear bag policy), hand out programs, help direct guests when processional arrives | 5             |
| Outside Gate G (west side)                         | Help set up sandwich board signs, answer questions/provide directions, watch for bags (clear bag policy), hand out programs, help direct guests when processional arrives                    | 5             |
| Gates B & C (inside and outside)                   | Help set up sandwich board signs, answer questions/provide directions to seats, escalators/elevators, guest accommodations, suites, help direct guests when processional arrives             | 10            |
| Inside Gate B                                      | Assist guests with ADA companion chairs  | 5             |
| Inside Gate C                                      | Assist guests with stroller check; issue tickets to stroller owners  | 3             |
| Escalator on 2 <sup>nd</sup> level (east side)     | Direct guests to Loge (VIP) or ADA areas   | 4             |
| Gate H   | No entrance; direct guests to other gates  | 2             |
| Gate G (inside and outside)                        | Help set up sandwich board signs, answer questions/provide directions to seats, escalators/elevators, guest accommodations, suites, help direct guests when processional arrives             | 10            |
| Gate G   | Assist guests with ADA companion chairs and with stroller check  | 5             |
| Escalator on 2 <sup>nd</sup> level (west side)     | Direct guests to 3 <sup>rd</sup> level (no seating on 2 <sup>nd</sup> ); answer questions about other seating areas  | 3             |
| Escalate on 3 <sup>rd</sup> level + concourse area | Direct guests, help with companion chairs, answer questions  | 3             |

### VOLUNTEER TIME COMMITMENT

- 1 hour tour/training the week prior to Commencement (3 options to choose from)
- 7 a.m. to approximately 11:00 a.m. on Commencement Day

For questions or more information, reach out to [erin.wirkkala@oregonstate.edu](mailto:erin.wirkkala@oregonstate.edu).