

Volunteer for Graduation Celebration 2012

The party for 2012 City of Oak Ridge high school graduates will be held from 10 PM Thursday, May 31 until 6 AM Friday, June 1. **The party will start at 10 PM May 31 even if graduation is delayed by weather.**

SIGN UP EARLY.

No unassigned volunteers will be allowed entrance to the Civic Center during the party.

The deadline for sign up to volunteer to work **during the party** is April 30.

The party needs volunteers to:

- decorate the Civic Center **9 AM - 6 PM May 30**
- to decorate and set up for the party **9 AM - 5 PM May 31**
- to pick up food for the party **7 PM - 10 PM May 31**
- to work during the party **10 PM May 31 - 5 AM June 1**
- to clean up after the party **5 AM - 8 AM June 1**

The DEADLINE for signing up to volunteer for jobs DURING THE PARTY is APRIL 30.

Volunteers working during the party

- \$ **must** be 21 or older.
- \$ must have a pre-assigned job to gain entrance to the Civic Center.
- \$ all unskilled jobs will be assigned on a **FIRST-COME, FIRST-SERVED BASIS**.
- \$ can request up to one job assignment and one other person to work with.
(The earlier the request, the more likely it is the request can be filled.)

Volunteers will receive notice of their job assignments around May 20 via email.

To volunteer, fill in the other side of this page.

Return form to: Civic Center Front Desk OR
mail to: Matt Reedy c/o Oak Ridge Civic Center, P O Box 1, Oak Ridge, TN 37831 OR
fax to: Matt Reedy at 425-3418 (Civic Center fax)

Questions to jkpraz@comcast.net

Volunteer Contact Information

Two-sided form. See other side for party information.

Committee Use
- Date Received -

Order: _____

Fill in highlighted fields.

Name(s) _____

Mailing Address _____ (include street address, if different)

Preferred Phone _____ (specify Home, Work, Cell and include second phone, if applicable)

Email Address _____

T-Shirt Size(s) _____ (each volunteer receives a complimentary t-shirt)

Start Time (include date) _____

End Time (include date) _____

If volunteering for the party: one preferred job can be listed (optional) _____

one person to work with can be listed (optional) _____

Three early unskilled jobs begin at 9:30 PM and volunteers need to be able to arrive by then to receive assignments. These three jobs end about 11:15 PM.

They are: Security Check (formerly Mom Squad): **TRAINING IS REQUIRED FOR THIS JOB.**

checking what a graduate brings to the party and giving the graduate a unique passport number for the party

Registration (very limited in number): checking permission information, handing out name tags

Customs (formerly Goody Gathering): collecting early prize tickets and passing out items: big prize tickets, party t-shirts, passports listing party activities, etc.

Unskilled jobs throughout the night include: work in baggage claim area (personal belongings of graduates), monitor/assist with games in the gym, help in the food area including wash dishes, pool area monitor (until 3 AM), game room monitor, door monitor (for security).

If you have a skill which you are able and willing to share, please list: _____

Skills we have used at the party in the past, or would like to offer, include, but are not limited to:

Belaying (party will include a climbing mountain)	Scuba instructor/assistant
Henna Tattoo Artist	Nail Art
Hair Braiding	Massage
Face Painting	Leading a dance (hip hop, line, other)
Facial Makeover / Makeup Application	Specific games (example: billiards)

Comments: _____

I understand that unskilled jobs are limited and will be assigned on a first-come, first-served basis. I will be assigned where needed.

Signature _____