

Volunteer at the 2019 Maine Flower Show

Volunteer Positions Available

Pre-Show:

1. **Front Entrance: Cash Ticket Scanner**

Tasks: Scan tickets for cash sales at the door. **PLEASE come prepared with gear for ALL WEATHER CONDITIONS; it can be very cold when working by the Front Entrance.**

2. **Hang Posters.** Starting on Feb 1, 2019, until they are all out

Pick up Show posters and rack cards at O'Donal's Nursery, 6 County Road Gorham, ME Tues-Sun 10-4. Hang in high traffic/high visibility locations in your area. The more coverage we have the better! Please check-in with the owners before you hang posters. Some places, like libraries, have policies about only posting for nonprofits. MELNA is a 501(c) nonprofit organization.

3. **Show Prep Tuesday 3/26/19**

Tasks: Set Up; Stuff Packets and SWAG Bags; Check in Exhibitors/direct and assist them to their booths.

Free Volunteer Parking On-Site Tuesday Only.

4. **Show Prep Wednesday 3/27/19**

Tasks: Check in Exhibitors/direct and assist them to their booths; help with misc. show set up needs that must be completed by Noon.

Free Volunteer Parking On-Site Wednesday Only.

5. **Premiere Night Wednesday 3/27/19**

Tasks: Help us man all Show volunteer spots; specific assignments made upon arrival.

Free Volunteer Parking On-Site Wednesday Only.

During the Show:

Free Volunteer Parking is available at the Old West School Lot, 59-63 Douglass Street, Portland ME 04102; Free Shuttle Vans will transport volunteers to/from the show from 8 am until ½ hour after the show closes each day.

Front Entrance: Advanced Tickets

Tasks: Take/scan paper tickets as guests arrive. Must be comfortable with using/learning scanners, as accurate counting is key. **PLEASE come prepared with gear for ALL WEATHER CONDITIONS; it can be very cold when working by the Front Entrance.**

Front Entrance: Credit Cards

Tasks: Processing credit card payments for ticket sales at the door. Must be comfortable with using/learning technology, specifically iPads/Square Reader. **PLEASE come prepared with gear for ALL WEATHER CONDITIONS; it can be very cold when working by the Front Entrance.**

Front Entrance: Door Holder/Clicker

Tasks: Hold inside door open for ease of entrance into the building, use hand-held clicker to track head count. **PLEASE come prepared with gear for ALL WEATHER CONDITIONS; it can be very cold when working by the Front Entrance.**

Front Entrance: Exit Door

Tasks: Use hand-held clicker to count guests exiting the show, if requested stamp hands for same day re-entry. **PLEASE come prepared with gear for ALL WEATHER CONDITIONS; it can be very cold when working by the Front Entrance.**

Front Entrance: Outside Greeters

Tasks: Assist people on/off shuttle busses, direct guests/volunteers/exhibitors to appropriate entrance lines. **PLEASE come prepared with gear for ALL WEATHER CONDITIONS; it can be very cold when working outside, and we do so rain or shine.**

Golf Cart Driver

Tasks: Shuttle handicapped parking guests to/from the Front Entrance, assist/shuttle walkers coming from the PTC to/from the Front Entrance. **PLEASE come prepared with gear for ALL WEATHER CONDITIONS; it can be very cold when driving carts, and they run rain or shine.**

People's Choice Voting Crew

Tasks: As people enter the show, explain The People's Choice Award & Voting, hand each person a plant tag ballot, point out bird house ballot boxes; hand out show programs.

Plant Something! Booth

Tasks: Help staff the Independent Garden Centers' Booth, help guests sign up on the mobile app, pass out seeds, help with kids' scavenger hunt, answer questions/give directions.

Exhibitor/Volunteer Entrance

Tasks: Check in Exhibitors/Garden Display Companies/Volunteers, hand out and re-file name badges, offer directions to floor space/lecture hall/etc.

Volunteer Check-In Room

Tasks: Check-in General Show & MELNA Volunteers, make sure each person signs in on sheet, hand out T-shirts, direct volunteers to their assigned spots.

Lecture Hall

Tasks: Help situate speakers, direct attendees to lecture hall/get settled, introduce speakers, pass out handouts; must be able to run A/V equipment (laptop & projector).

Wandering Ambassador

Tasks: Work in teams of 2; Travel through the Show, being available to answer questions, give directions, provide general assistance as needed to Show Guests.

Vendor Support

Tasks: Travel through the Show, check in with Exhibitors, cover booths for vendor breaks, run and get snacks if requested.