**Family Promise of Riverside Outdoor Family Movie Night: March 26, 2022, 5:15 p.m.**

**Volunteer Task List** *(descriptions listed below)*

**If you are able to do more than one task, please let us know,**

**we just need to confirm that we have the # of people required for each task.**

**Please contact us at** **events@fpriverside.org** **to sign-up to help. Thanks!!**

| **Event Preparation**  |
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| ***Event Flyer Preparation*** | 4 People | Feb 28—Mar 4 |
| ***Event Flyer Distribution*** | 12+ People | March 7—12 |
| ***Advertisement on Next Door*** (Magnolia Center, Victoria, and Woods Streets) need 1 person per neighborhood to post | 3 People  | Mar 5, 14, 21, 25 |
| **Evening of the Event (Saturday, March 26, 5:30 p.m.)** |
| ***Set-up Tables, Chairs, Equipment (5:00 p.m. start time)*** | 8 People | March 26 |
| ***Tear-Down and Sweep*** | 8 People | March 26 |
| **Gate Greeters** | 4 People | March 26 |
| **Perimeter Monitors** | 8+ People | March 26 |
| ***Bathroom Ushers*** | 2 People | March 26 |
| ***Popcorn Makers*** | 3 People | March 26 |
| ***Drink Pourers*** | 3-4 People | March 26 |
| ***Information Ushers*** | 4 People | March 26 |
| **Task Descriptions** |
| ***Event Flyer Prep:*** staple rubber band to flyer to make them easier to hang on people’s doorknobs. Volunteers need a stapler. |
| ***Event Flyer Distribution:*** put flyers on doors in neighborhoods around Magnolia Presbyterian Church |
| ***Advertisement on Next Door*** (Magnolia Center, Victoria, and Woods Streets): Need 1 person per neighborhood to post. |
| ***Set-up Tables, Chairs, Equipment (5:00 p.m. start time):*** - set up cones, perimter tape, chairs, refreshment tables, help set up speakers, movie screen, microphone- put up signs and set up refreshment tables, put out condiments & napkins, water bottles, etc. |
| ***Tear-Down and Sweep:*** - fold up chairs and tables, take down signs- sweep up litter, gather up trash, & put trash bags in dumpster- take down speakers, cords, screen and put away in church |
| **Gate Greeters: -** greet guests as they come in and give them drink ticket and snack ticket - indicate there is water if they would like a bottle |
| **Perimeter Monitors:**- stationed around edges of event space to make sure people are only entering through one access point so we keep our  numbers to our planned size |
| ***Bathroom Ushers:* -** stationed near Porta-Potties to trouble-shoot any problems |
| ***Popcorn Makers: -*** run popcorn maker & fill popcorn bags for guests (HOT equipment, might be best for older teen and adults to run machine) |
| ***Drink Pourers:*** - pour hot coffee and hot chocolate for guests |
| ***Information Ushers:*** - available to guests to answer questions, pass out FPR information, and watch over the donations bucket |

**Family Promise of Riverside Outdoor Family Movie Night: March 26, 2022, 5:15 p.m.**

**Volunteer Task List: Sign-up Sheet**

**If you are able to do more than one task, please let us know,**

**we just need to confirm that we have the # of people required for each task.**

| **Event Preparation (15 Tasks)** |  |  |  |
| --- | --- | --- | --- |
| **Task & Description** | **Dates** | **# need** | **Names** |
| ***Event Flyer Prep:*** staple rubber band to flyer to make them easier to hang on people’s doorknobs. Volunteers need access to a stapler. | Mar 4–7 | 4  |  |
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| ***Event Flyer Distribution:*** put flyers on doors in neighborhoods around Magnolia Presbyterian Church | Mar 7—12 | 12+ | Members of the Thurs. night |
| Mag Pres “Rooted” Life Group |
| (we still need more helpers) |
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| ***Advertisement on Next Door*** (Magnolia Center, Victoria, and Woods Streets)Need 1 person in each neighborhood to post | Mar 5, 14, 21, 25 | 3 | **Adrien Lowery (Woods Sts)** |
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| **If you are able to do more than one task, please let us know!** |
| **Evening of the Event (30+ Tasks), Saturday, March 26** |
| **Task & Description** | **# need** | **Names** |
| ***Set-up Tables, Chairs, Equipment (5:00 p.m. start time):*** - set up cones and perimeter tape and put up signs- put out some chairs and leave extras folded but accessible - set up refreshment tables, put out condiments & napkins, water bottles, etc. - set up speakers, movie screen, microphone | 8 People | Andrea Briggs |
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**If you are able to do more than one task, please let us know!**

| **Evening of the Event (30+ Tasks), Saturday, March 26** |
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| **Task & Description** | **# need** | **Names** |
| ***Tear-Down and Sweep:*** - fold up chairs and tables- sweep up litter, gather up trash, & put trash bags in dumpster- take down speakers, cords, screen and put away in church- take down signs | 8 People |  |
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| **Gate Greeters: -** greet guests as they come in and give them drink ticket and snack ticket - indicate there is water if they would like a bottle | 4 People | Sandra Tester - via FB |
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| **Perimeter Monitors:**- stationed around edges of event space to make sure people are only entering through one access point so we keep our numbers to our planned size | 8+ People |  |
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| ***Bathroom Ushers:* -** stationed near Porta-Potties to trouble-shoot any problems | 2 People |  |
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| ***Popcorn Makers: -*** run popcorn maker & fill popcorn bags for guests (HOT equipment, older teen and adults should run machine) | 3 People |  |
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|  |
| ***Beverage Pick-up at Panera at 5:30 p.m.*** | 1 person |  |
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| ***Drink Pourers:*** - pour hot coffee and hot chocolate for guests | 3-4 People | Andrea Briggs |
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| ***Information Ushers:*** - available to guests to answer questions - pass out FPR information and watch over the donations bucket | 4 |  |
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