



VOLUNTEER OPPORTUNITIES FOR CHRISTMAS CONCERT
December 9, 2008

Contact Janice Adams by phone at 757.1761 (leave a message if office closed) or by email at janice@fofm.org if you are available to help or have questions. Thank you.

Intercessors:

No limit to size of the group – willing to pray regularly for the concert and come early on evening of the event to pray for its success.

Sponsor Solicitation:

5 -7 people to call on businesses and key individuals to request financial support of the event

Publicity:

8 - 10 people for poster distribution (businesses and churches)

1 person to write news releases (2-3 different articles to go to newspapers, radio and TV stations)

Greeters:

3 – 4 couples to arrive early to concert and welcome guests as they arrive

Decoration Team:

5 – 6 people to decorate the concert stage (secure decorations, set up and take down)

Welcome Table:

2 people to be available to answer questions, direct volunteers and help with ministry contributions

Product Sales (Artist's):

3-4 people to assist with selling artist's merchandise (will need to arrive early for briefing)

Set Up/Clean Up:

2 people available on the afternoon of the concert to set up displays, programs, parking signs and to be sure they are dismantled at the end of the concert and loaded in vehicles.

Tech Crew:

3-4 strong men to help artist set up his equipment and take it down after the event

1 person familiar with sound equipment to assist with the ministry video presentation

1 "Runner" – a responsible male with a van to help transport any luggage or equipment and available from arrival to departure to assist with any of the artist's team's needs

Ushers:

10-12 men or women to help seat guests, hand out programs and collect donations

Artist's Assistant:

1 person to serve the artist in the "green room" – make sure water/juices, towels and snacks are available. Any special needs that may arise, would be able to help with them.

Photography:

1-2 qualified, experienced photographers to capture the evening's event from start to finish

Security:

1 – 2 retired/trained men to serve as security personnel in case of an emergency or overflow crowd

Cuisine Crew:

3-4 cooks and/or servers to prepare dinner for 10-12 people including the artist and his team