

Volunteer Descriptions

BUDDY TEAM (Must be 16 by Feb. 9, 2024)

Buddies will accompany and assist assigned guests throughout the evening, providing companionship and any assistance they may need during the event. Volunteers must be at least 16 years of age by February 7, 2025 to be a buddy.

BUS/WAIT STAFF

The bus staff will clear used dishes from the dining tables, keep the tables clean and replenish tables with eating utensils, and provide refills on water/drinks.

COAT CHECK TEAM

The coat check team will greet guests, take their coats, label, and hang the coats. At the end of the evening, the team will assist the guests in retrieving their coats. The coat check area will also serve as a lost and found at the end of the evening.

DANCE FLOOR TEAM

The dance floor team will monitor the dance floor. They will invite guests to dance and engage them in the fun of the evening. They will also check with the buddies on the dance floor and offer to give them a quick restroom or snack break

DECORATION TEAM

The decoration team will help decorate the dining area, tables, the dance floor area, and the foyer between the red carpet and the dance floor area.. There are two options for this team, one the night before the event (Thursday) and one the day of the event. You may participate in one or both of these.

FLOATER TEAM

The floater team will “float” around the main event space, assisting anywhere an extra hand is needed. This team may need to assist buddies with their guests. It may be necessary to report strange activity to the security team.

FLOWER TEAM

The flower team will assist our guests by pinning on corsages and boutonnieres.

FOOD PREP TEAM

The team will assist the caterer where needed. They will set up food in the serving area and in the respite room. They will also help the wait staff by filling food plates during the dinner.

GIFT BAG TEAM

The gift bag team will be responsible for putting names on the gift bags and making sure each guest collects their bag of gifts to take home at the end of the evening.

HAIR TEAM

The hair team will be responsible for setting up a salon for the female guests. The team will pamper the guests with curls and touch up makeup. This may include a bow, glitter hairspray or a few curls. The team will wear all black.

KARAOKE TEAM

The karaoke team will assist guests by conforming their selected song and helping them on and off of the stage. They are also encouraged to be backup singers and dancers on stage with the guests to make them feel more comfortable.

LIMO TEAM

The limo team will help guests into the limo for a ride to the red carpet. The team will also be available at the door to help the guests exit the limo. This team will also ride along with the guests, creating a party-like atmosphere during the limo ride.

MAKEUP TEAM

The makeup team will be responsible for setting up a salon for the female guests. The team will pamper the guests with makeup touch-ups. This may include eye shadow, blush, or lip gloss , all supplies will be included. The team will wear all black

PAPARAZZI/RED CARPET TEAM

There will be two Paparazzi teams, one outside along the sidewalk and one inside along the red carpet. As the guests exit the limo, the team will take pictures, cheer, blow bubbles – treating our guests like celebrities and VIPs. This team does not have to complete a background check unless they plan to come into the building for the prom.

PARKING TEAM FOR VOLUNTEERS AND GUESTS

The parking team will maintain a parking pattern and direct traffic for easy vehicle entry and exit. They will make sure that all fire and emergency lanes remain open. They will provide security in the parking area during the prom. This team must arrive at 3:30 PM.

PHOTOGRAPHY TEAM

Several professional photographers will take high quality photos and short videos for New Life Church's social media pages and for the Tim Tebow foundation. The official Night to Shine hashtags will be used to post photos.

PRAYER TEAM

The prayer team will cover the prom preparation in prayer as the planning takes place and will pray for our guests, that they will know that they are important and that they are loved by God. You may also choose to be part of the respite room, praying for the caregivers. This team does not have to complete a background check unless they are coming to the prom.

RESPITE ROOM TEAM

The respite room team will love on parents/caregivers by serving food, spending time getting to know them and praying with them. This team will be responsible for serving coffee and dessert, assisting catering service as needed. Other responsibilities are running

raffle drawings as well as tearing down after the event is over. Dress is white shirts and black pants.

SENSORY ROOM TEAM

The sensory team will spend time with guests who may have become over-stimulated on the dance floor or in other areas of the prom. The team will also interact with the guests by participating in sensory activities, singing or listening to calming music, or simply providing them with some quiet time. This team will be responsible for setting up and tearing down.

SET-UP TEAM

The set-up team will be available to help set up the venue for the prom. The set-up occurs on Thursday, evening and Friday afternoon. You do not need to be available for both of these days. This team does not have to complete a background check unless they are attending the prom.

SHOESHINE TEAM

The shoeshine team will be responsible for setting up the shoeshine station. This team will offer shoeshines to our gentlemen guests.

TEAR DOWN TEAM

The tear down team will help take down decorations, tables, chairs, etc., and will clean up the event space on Friday after the event from approximately 9pm-11pm. This team does not have to complete a background check unless they are coming to the prom.

VOLUNTEER CHECK-IN TEAM

The volunteer check-in team will sign in the volunteers, give them their name tags and direct them to the correct area. This team will need to be available at 3:30 pm on prom day.

WAIT STAFF

This team will be serving the food, buffet style to the guests, they will serve the buddies and teh guests with their preferred food items. They will need to be aware of food allergies and dietary restrictions which will be printed on the back of their name tag. This team will wear black pants/skirts and white shirts/blouses.