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**Town Hall**

**Tuesday, September 13, 2015**

**Ferst Center for the Arts**

**Event Job Descriptions**

**General Staff Information**

Attire: Normal Professional Daily Attire. Please wear your Georgia Tech nametag.

Parking: Please walk or park in the W02 deck, which will be open, free of charge, from 2:30 p.m. – 3:30 p.m. You may park

 in the Student Center lot if you wish, but parking will not be validated at the event.

Check-in: Please check in with Serena Wallace when you have arrived.

Food & Beverage: None will be served at this event.

**Tuesday, September 13, 2015**

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| **Name** | **Job Function** | **Volunteer Time**  | **Job Responsibilities** |
| Volunteer 1 | Additional Usher Escorts/Runners | 1:45 p.m. – 4:30 p.m. | Stationed at first set of open doors on upper lower level of the audience. Ensure VIPs and persons with special needs are able to find their seats. Encourage all to sit in lower level unless we reach capacity. Since this is a ticketed event, we shouldn’t run out of seats for guests.  |
| Volunteer 2 | Webcasting |  | Ensure the webcast runs smoothly. |
| Volunteer 3 | Filming |  | Videotape the event. |
| Volunteer 4Volunteer 5Volunteer 6 | Media and Q&A Assistance/ |  | Welcome and sign-in media when they arrive. Sit in reserved seat by the microphones. During the Q&A segment, ensure those who ask questions do so efficiently. Reserved seats are available for you on Row 3, seats 1, 39 and 40.  |
| Volunteer 7 | VIP Ticketing |  | Distribute tickets to external VIPs and any Georgia Tech VIPs needing tickets. Instruct VIPs to sit in reserved seating in the first three rows.  |

**Event Staff**

All key players with their names and phone numbers