

SNOWFLAKE BALL 2018 EVENT DETAILS

Thanks for signing up to volunteer with us at the Snowflake Ball. If you are receiving this email, you signed up to volunteer either to help set-up, help at the event, help clean-up, or any combination of these opportunities. If you are unsure of which areas you volunteered for, you can log in and check your registration.

Listed below are some times and details to be aware of:

Friday Night - February 16th

- 5 pm - 7:30 pm (1st Shift)
- 7:30 pm - 10 pm (2nd Shift)

Transform the church night - On this night, we transform the church so that when our guests arrive, they know they are at a special event from the moment they walk in the door. The church lobby, snack room, photo room, and the gym, along with all the hallways that take you there are dressed up (almost as nice as our guests will be dressed) during the set-up time tonight.

On this night, we go until we finish. There is a good chance that we will be able to finish our set up before 10 pm. Many hands make light work and we appreciate each and everyone of you that takes time out of your busy lives. If you cannot arrive right at 5 pm, feel free to come when you can. You do not have to wait until the 7:30 shift to start helping. Also, if you need to leave before your shift ends, we understand and appreciate the help that you are able to give.

Saturday Night - February 17th

This is the night of the event. When you arrive, there will be a short large group training session and then we will break into the specific service areas for some more site specific details. We know that you are all anxiously awaiting to find out the specific area that you will be helping in during the ball. Please know that while many people have been assigned, we will not have final assignments until the night of the ball due to the nature of the event. We often have people signing up right up until the event and many of our guests do not pre-register. We ask that you be

patient with us as we try to place each of you into the areas that you requested, but please know that not all requests were able to be fulfilled.

Rough schedule of the night:

- 4:30 pm Volunteer Registration Begins
- 5:00 pm Volunteer Training Begins
- 6:30 pm Snowflake Ball Begins
- 8:30 pm Ball Ends/Clean-up Begins
- 10:30 pm Group Debrief/After Party (approximate start time only - after party will start after clean up is finished)

Somethings to keep in mind:

- Dinner is not provided Friday night. If you are unable to eat before you arrive, feel free to bring something with you.
- On Saturday night, we suggest that you eat a light dinner before you arrive. While there will be a volunteer snack room with some light snacks and bottled water, there is not a full meal provided. *While we know that Saturday can be a long day, we would love for as many people as possible to stay until the Group Debrief/After Party. During this time, we are able to talk through how the night went and discuss how we might improve things for next year. We will all need some fuel at the end of the night, so sloppy joe's will be provided during this time (a GF sloppy joe option will be available as well).

Again, we want to thank each of you for the willingness and time that you have and will invest in this event. We look forward to being able to serve our guests and show them God's never failing love while they have a night that is sure to be unforgettable. Each and every one of you is a key piece to our puzzle and we look forward to serving alongside you!

The Snowflake Ball Team