



VOLUNTEER DESCRIPTION

Position Title	Event Decorator	Team	Volunteer Committee
Reports to	Volunteer Coordinator	Responsible for	Decorate various areas for the event
Volunteer duration & time	Refer to Sign-Up Genius		

POSITION SUMMARY

The **Event Decorator** will work with many other decorators to achieve a fun and themed vision for the event. Creativity and problem solving will be helpful in this position. If you have chosen to volunteer, we welcome volunteers to submit creative or helpful ideas to the Volunteer Committee before the event. This will allow the committee to purchase necessary materials. Not all the tasks listed below are necessary at every event.

TASKS

	<p>It is the volunteer's responsibility to sign-in and sign-out on the "VOLUNTEER SIGN-UP" form.</p>
	<p>As NOT all tasks listed below are necessary at every event, please refer to the "EVENT DECORATION PLAN". IE: Winter Ice Show at Ladner Leisure Center will probably have the most decorations.</p>
	<p>Blow up balloons. We have a small electric balloon blower. If you own one, please feel free to bring it so that the work goes faster. Make balloon arches and other decorative balloon elements. We welcome creativity if you know how to make balloon decorations.</p>
	<p>Set up various items such as tables and table cloths, chairs, food tables, awards table, backdrops, lights, window art, banners, swags, etc.</p>
	<p>Set up "podium" for 1st, 2nd and 3rd place using foam plyometric jump box, cover with black garbage bag.</p>
	<p>Winter Ice Show: Set up black fabric and lights around inside perimeter of ice rink. Note this activity is for those who feel comfortable on the ice surface wearing grips for running shoes which are provided by DSC. Select position designated for on ice decorating if available.</p>

	Create balloon backdrop for photo opportunity.
	Theme Days require minimal decorating. Decorate with themed decorations only.
	Bulletin board decoration requires decorating at SDRC and LLC in Fall, Tilbury rink in Spring.

EQUIPMENT REQUIREMENTS



- Volunteer badges supplied by Volunteer Committee at event
- Table and chairs located at event location nearby
- "EVENT DECORATION PLAN"
- Decorations and various other items supplied by Volunteer Committee at event (string, tape, scissors, balloons, ribbons, banners, table cloths, signage, etc.)
- Grips for shoes as applicable supplied at Volunteer Registration counter.