



ScubaFest 2010 Volunteer Registration

Crowne Plaza North

6500 Doubletree Ave, Columbus, OH 43229

March 19th – 21st, 2010

Thank you for your interest in volunteering at ScubaFest 2010! In exchange for a four-hour commitment, Volunteers will receive a Weekend Pass (including a banquet ticket & admission to all presentations) and a ScubaFest 2010 polo shirt. If you have not already done so, there are numerous Workshops scheduled throughout the weekend that you may add to your discounted pass.

Registering as a Volunteer is easy, just follow these steps:

1. If you are unsure of what assignments best suit your skills, interests and/or physical limitations, review the following pages entitled "General Volunteer Information"
2. Review the Volunteer Schedule Options to select the 4-hour shift choices that match your available time & interests
3. Complete the Volunteer Information section of the registration form
4. In the Volunteer Assignment section, specify your three preferences by entering the 3-character Code from the Volunteer Schedule Options. Volunteer assignments are designated on a first-come, first-serve basis.
5. Complete the balance of the registration form to purchase any add-on Workshops, choose your banquet entrée and indicate your shirt size
6. Submit your *Work Request* following the instructions at the bottom of the form

VOLUNTEER SCHEDULE OPTIONS

FRIDAY, MARCH 19								
Assignment Area		Code						
Registration Table	5 PM – 9 PM *	R11						
Volunteer Table	5 PM – 9 PM *	V11						
Floater	5 PM – 9 PM	F11						
SATURDAY, MARCH 20								
Assignment Area		Code		Code		Code		
Exhibitor Room	7 AM – 11 AM *	E21	9 AM – 1 PM *	E22	1 PM – 5 PM	E23		
Discover Scuba	8:30 AM – 12:30 PM	D21	12:30 PM – 4:30 PM	D22				
Registration Table	7:45 AM – 11:45 AM	R21	8 AM – 12 PM	R22			12 PM – 4 PM	R23
Volunteer Table	8 AM – 12 PM	V21	12 PM – 4 PM	V22				
Presentation Rooms	9:45 AM – 1:45 PM	P21	12:45 PM – 4:45 PM	P22				
Prize Table/Silent Auction	7 AM – 11 AM *	S21	10 AM – 2 PM	S22			1 PM – 5 PM	S23
Raffles	10 AM – 2 PM	T21	2 PM – 6 PM	T22				
Floater	9 AM – 1 PM	F21	1 PM – 5 PM	F22				
Banquet Room				4 PM – 8 PM			B23	
Casino Night				8 PM – 12 AM			C23	
SUNDAY, MARCH 21								
Assignment Area		Code		Code				
Registration Table	8:30 AM – 12:30 PM ⁺	R31						
Exhibitor Room	10 AM – 2 PM	E31					1 PM – 5 PM ⁺	E32
Floater	9 AM – 1 PM	F31					1 PM – 5 PM ⁺	F32
Presentation Rooms	9:45 AM – 1:45 PM	P31					12:45 PM – 4:45 PM	P32
Prize Table/Silent Auction	10:00 AM – 2:00 PM	S31					1 PM – 5 PM	S32
Volunteer Table	9 AM – 1 PM	V31						
Discover Scuba								

* indicates shift includes set-up/preparation duties

⁺ indicates shift includes tear-down duties



ScubaFest 2010 Volunteer Registration

Crowne Plaza North

6500 Doubletree Ave, Columbus, OH 43229

March 19th – 21st, 2010

VOLUNTEER INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

VOLUNTEER ASSIGNMENT

	<i>1st Choice</i>	<i>2nd Choice</i>	<i>3rd Choice</i>
<i>3-Character Code</i>			

SELECTIONS

Item	Item Cost	Total Cost	Remarks
Full Weekend Pass		\$ 45.00	Includes Banquet
WORKSHOPS			
Great Lakes Shipwreck Photography		\$ 40.00	Workshop Only
PhotoShop ~ The Basics & Beyond		\$ 30.00	Workshop Only
Underwater Videography		\$ 40.00	Workshop Only
MAST Workshop		\$ 40.00	Workshop Only
VCI – Friday, 3/19		\$279.00	Workshop Only
VCI/R – Friday, 3/19		\$189.00	Workshop Only
ECT – Friday, 3/19		\$125.00	Workshop Only
ECT w/VCI – Saturday 3/20		\$ 90.00	Workshop Only
VCI – Saturday, 3/20		\$279.00	Workshop Only
VCI/R – Saturday, 3/20		\$189.00	Workshop Only
ECT – Sunday, 3/21		\$125.00	Workshop Only
ECT w/VCI – Sunday, 3/21		\$ 90.00	Workshop Only
Interspiro Technician Program		\$185.00	Workshop Only
TOTAL ALL ITEMS:			
BANQUET ENTRÉE SELECTION	<input type="checkbox"/> Steak au Poivre	<input type="checkbox"/> Chicken Roulade	<input type="checkbox"/> Alaskan Halibut
T-Shirts - Indicate size	<input type="checkbox"/> S	<input type="checkbox"/> M	<input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL

For any additional payments, we accept PayPal or payment by check.

To pay via PayPal, go to the Registration tab at www.ScubaFest.org and follow the instructions.

To pay via check, make payable to "ScubaFest" and mail with this completed form to the address below.

To process the "Volunteer Registration" form, choose one of the following: (1) fax this completed form to 614-317-1873, (2) mail to the address shown below, or(3) e-mail this form to Volunteers@ScubaFest.org

*To mail the completed "Volunteer Registration" form, send to:
ScubaFest, PO Box 85, Summit Station, OH 43073*

Submit questions to Volunteers@ScubaFest.org

General Volunteer Information

We appreciate your interest in volunteering for ScubaFest 2010. Your involvement is vital to making the show a success. There are a number of different areas from which you may choose. Not sure which assignment best suits your skills, preference and/or physical limitations? Here is some information that may help you decide.

Banquet Room – Volunteers will assist guest finding their seats, assist the banquet coordinator as needed, and assist with raffle activities at the banquet.

Casino Night – After Saturday night's banquet will be a Casino Night social event. Volunteers will help set-up the room, run the gaming tables, issue chips, cash-out the “high rollers” and then clean up after the event. Being comfortable chatting with the players and making the event fun are important skills.

Discover Scuba – Volunteers will handle paperwork and clerical duties associated with the Discover Scuba participants so the Instructors and Divemasters may focus their attention on the training and pool activities.

Exhibitor Room – Volunteers will be on their feet, assisting vendors who have purchased booth space. Responsibilities will range from delivering beverages/snacks, covering the booth so the vendor can take a short break, helping solve problems the vendors may have with their space, etc. Important skills to possess include the ability to start and carry on conversations and to follow-through with the vendors' requests.

Miscellaneous – There are times when a “floater” is needed for more than one area or task during a shift. This might involve checking in on the Hospitality Room, monitoring exits, answering general questions for ScubaFest visitors, taking tickets at the banquet, etc. Being flexible and out-going are good skills for this assignment.

Presentation Rooms – If you are comfortable speaking to a group, this may be a good assignment for you! Volunteers will introduce the speaker, run audio/visual equipment, control the lights, help guests move about the darkened room, monitor the audience for noise/distractions, maintain the posted schedule, etc.

Prize Tables/Silent Auction – Volunteers will oversee the door prize or Silent Auction table, chat with the visitors and answer questions. At the door prize table, they will pull winning tickets on a defined time schedule, post the winning numbers and distribute the correct prize when claimed by the winner. At the Silent Auction table, volunteers will maintain the positioning of the auction items with the correct bid sheet.

Raffles – Volunteers may be seated at a table or walking around selling raffle tickets to the visitors. Being comfortable starting conversation with guests and collecting money are important skills.

Registration Table – Volunteers will mostly be sitting and registering visitors for the show. Attention-to-detail will be an important skill along with a comfort in chatting with strangers. This is a critical volunteer position, not only because the collection of money is involved, but because it is one of our first opportunities to make a good impression to the guests.

Set-Up – This work will be done on both Friday night and Saturday morning. Volunteers will spend most of their time on their feet doing a variety of tasks. The tasks may include posting signs throughout the facility, helping vendors set up booths, setting up the registration table, setting up the silent auction/raffle/prize tables, stuffing registration packets, etc. Some lifting may be required.

Tear-Down – Around 3 PM on Sunday the tear-down/clean-up begins. Volunteers will spend most of the time on their feet doing a variety of tasks including packing and lifting.

Volunteer Table – Volunteers will assist the Volunteer Coordinator to check-in and check-out the other Volunteers and handle various necessary tasks.

Volunteers are critical to the success of ScubaFest so, whatever your job assignment, there are a few general guidelines we need to be followed:

1. Be on time for your shift! There will be a clearly-marked Volunteer Table where you should report at or before the start of your shift. Call Gary (# to be provided before event) if there is a last-minute problem that will prevent you from being on time.
2. Be ready to work! There are always a lot of tasks to get accomplished so stay focused on your assigned duties.
3. Listen and Ask Questions! When you arrive at your assigned position, specific duties/expectations will be explained. Your ability to correctly complete your tasks will be dependent on your understanding the information given. Ask for any needed clarification.
4. Be friendly! Most of the volunteer assignments involve contact with the exhibitors (who are paying money for a display booth) or the show visitors (who are paying money to attend show). Please make them all feel welcome.
5. Speak up! If there is a part of your assigned job that you are unable/uncomfortable performing, let the Volunteer Coordinator, Gary DeMont, know so adjustments can be made.
6. Check-Out! When your shift is over and the next shift volunteer has arrived, return to the Volunteer Table so that the Coordinator knows you have completed your assignment. Please inform the Coordinator of any problems you encountered or make suggestions that may help the next volunteer.