

## HOST POSITION DESCRIPTION

Stations 100-700 will have 1 designated **host**. It is best that the volunteer for this position **work the entire day** for continuity. Each **host** will be aware of the approximate number of open seats in their section and approximately how many patrons could sit together at their tables. The **host** will interact with the *Seating Coordinator* and with their *Section Seating Coordinator* and escort patrons to specific seats/tables in their section. To facilitate patrons being able to follow the host through the crowd, the **host** will be given a color coded sign to carry.

After the patrons have been shown to their seats, the **host** marks the patron's placemat with a large "X" which identifies the seat as being taken. The **host** then instructs the patron to leave their non-valuable belongings (coats, hats, etc.) at their seat and enter the soup lines and the bowl room.

**Hosts** will notify a *Table Ambassador* if they observe anyone in need of assistance in being seated or getting soup, etc.

The **host** must be well organized and able to move at a fast pace.

The **Section Seating Coordinator** and the *Host* should make sure that every placemat where a patron is sitting is clearly marked with an "X".

It is beneficial, but not necessary, that the host stop by the Mylan Event Center on Friday to view the layout of their station. On Saturday, Hosts should arrive, check in at the volunteer table and **be at their designated stations by 10:00 am**. *If the host is unable to stop at the Mylan Event Center on Friday to become familiar with their section, they may arrive earlier on Saturday for a quick orientation.* Please plan to have your lunch when the pace slows down (you might want to bring a cereal or protein bar).

Heavy lifting is not required.

**Political Campaigning: Public charities are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office. Campaigning of any type is prohibited at all of our events including this Annual Luncheon. This includes (but not limited to), T-Shirts which represent a particular candidate or party, distribution of printed material including business cards and general political discussion with the patrons attending this event.**

*Note: All positions at this event are pre-assigned. We ask that you do not bring additional people with you to work at this event. Volunteers are expected to purchase a ticket for the Event if they would like to have soup, bread and/or a bowl.*

