

**VENUE SET UP
POSITION DESCRIPTION**

4 Volunteers are needed on Friday morning, February 23, to assist in setting up the venue.

The staff at Mylan will set up the tables and set up the pipe and drape.

Volunteers are needed to:

- Place the chairs around the tables
- Set up the pipes to create the lines that will lead the patrons into the event area.
- Skirt tables in the Bowl Room, soup lines and To Go table.
- Place numbers on the tables and other Empty Bowls Information
- Collect supplies for the serving stations and in some cases set up the serving stations
- Assist in moving supplies to the Central Supply Station
- Other miscellaneous set up duties

These tasks should be completed by 1:00 when the decorating committee arrives.

Volunteers should arrive at 8:30 am.

There will be light lifting involved.