

Check-In Desk Gala 2024

November 15, 2024,

Check-in Volunteers arrive by 5:00

Check-in begins at 6:00 PM / Dinner Served at 7:00

Fairview Park Marriott, Falls Church VA

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: Gala

SUPERVISOR: Registration Coordinator

TIME COMMITMENT: 2.5 hours

ON-SITE/REMOTE: On Site / Fairview Park Marriott, Falls Church VA

RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

GENERAL ROLE DESCRIPTION

The Check-In Desk volunteers check guests in as they arrive.

RESPONSIBILITIES

- Arrive at venue by 5:00 pm to check in with Gala Coordinator
- Welcome guests as they arrive and check them in using Live Attendance software. (Training provided)
- Be generally aware of the schedule of events and communicate this to guests.
- Distribute name tags
- Remain at check-in desk until all guests have been checked in
- Stay at check-in desk 15 minutes after event begins to allow for late-comers
- Dress Code: Formal / Black tie optional
- While not required, we hope you join us for dinner. Pre-registration required as seating is limited

QUALIFICATIONS AND REQUIREMENTS

- Minimum 18 years of age
- Must be able to provide and use your personal iPhone or device, installing an app for this purpose. (Training will be provided)
- Share contact information including email and phone number with the Gala Coordinator. Information will not be shared elsewhere