

1. **Activities Team**

- a. Set up and participate in any activities, including karaoke, caricature artist, games, etc. with the guests.
- b. Encourage the guests and maintain a fun atmosphere.

2. **Buddies Team**

- a. Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event.
- b. Sit with your guest and engage with them in conversation.
- c. Dance with and cheer for your guest
- d. Make sure they get to experience all the prom offers to the extent the guest wants to participate

3. **Coat Check Team**

- a. Greet guests, take their coats, label them and hang them. As guests leave, ask for their names and retrieve their coats.
- b. The coat check area can also serve as a lost and found at the end of the evening.

4. **Crowning Team**

- a. Help crown the kings and queens of the prom!
- b. The crowning team will be dressed in disney character costumes.

5. **Decorations Planning Team**

- a. *This is a pre event team*
- b. Help design décor for main event and respite (parent/caretaker room) such as balloons, balloon arches, balloon drop, chandeliers, lanterns, garland, banners, lighting, etc to portray the theme.
- c. Contact party supply stores for donations
- d. Help decorate and assist the team lead with the set up/decorating team on the set up days prior to the event.

6. **Entourage Team**

- a. Escort and cheer on the guests who are unable to or choose not to ride in the limos.
- b. Escort them from the check in area to the red carpet using balloons and streamers and making them feel like celebrities the whole way!
- c. This team may also help the welcome team escort parents/caregivers to the red carpet and then to the respite room.

7. **Flowers Team**

- a. *This is a pre event and at event team*
- b. Pre Event: Make corsages and boutonnieres prior to event
- c. At Event: Assist unloading and properly laying out corsages and boutonnieres.
- d. Help guests select and pin on their flowers
- e. Help assist with handing out gifts at the end of the event.

8. **Gifts Team**

- a. *This is a pre event and at event team*

- b. Pre Event: Put together gift bags prior to event
- c. At Event: Manage gifts and help each guest collect their favors to take home.
- d. (At event Gifts Team is combined with Flowers Team)

9. Food Team

- a. Assist with any food preparation
- b. Set up food and beverages in the main event space
- c. Serve food to guests in main event space
- d. Be knowledgeable about the items and assist guests in finding what they would like (especially if they have dietary restrictions or allergies) and refill food warmers, drinks and snacks.

10. Formal wear Boutique Team

- a. *This is a pre event team*
- b. Assist with collection of donations of formal dresses, suits and tuxedos.
- c. Set up and organize boutique
- d. Collaborate with seamstresses for minor alterations.
- e. Help our guests find the dress and suit of their dreams!
- f. Assist with tear down/clean up after the boutique

11. Hair/Makeup Team

- a. *This is a pre event and at event team*
- b. Provide Hair and Makeup services at Salon location prior to the prom on day of event
- c. At the prom, welcome each guest to a salon station for hair and makeup touch ups
- d. Chat with them while you pamper them and make them feel special.

12. Media/Advertisement

- a. *This is a pre event team*
- b. Assist with contacting media for press releases and other advertisements per guidelines from the Tim Tebow Foundation.
- c. Assist with posting content to different media outlets.

13. Medical Team

- a. Licensed PTs, OTs, nurses, MDs
- b. Assist at the event by providing basic first aid and care for any minor medical needs or assisting uniformed EMTs in emergencies.
- c. Help guests find the restroom, and offer assistance in the restroom if needed. If a guest requires assistance with more than getting in and out of a stall or hand washing, it is appropriate to contact their parent or caregiver for assistance.
- d. Assist guests with transfers as needed in and out of the limos
- e. Be available for any buddies with questions or in need of assistance with their guest

14. Photography Team

- a. Take photos to capture the extent of the event from beginning to end, including hair and makeup, guest welcome, red carpet, guests on the dance floor, karaoke, crowning ceremony, etc..

- b. May be asked to attend pre event activities such as the boutique and hair and makeup salon to capture those as well.
- c. Upload photos to designated folder prior to the morning after the event.

15. Shoe Shine Team

- a. Welcome the guests to a seat for a shoe shine
- b. Chat with them while you pamper them and make them feel special.

16. Social Media Team

- a. Take high quality photos and short videos for our social media pages. Content guidelines will be the same as the professional photography team. For best quality, please shoot video horizontally. Please use official Night to Shine hashtags provided

17. Professional Videographer

- a. Capture the key required elements , as well as the overall feel of the event from beginning to end
- b. send high-quality b-roll footage or clips covering the key areas to the Tim TebowFoundation by noon EST the day after the event

18. Prayer Team

- a. *This is a pre event team*
- b. Receive and pray for prayer requests from volunteer teams prior to the event.
- c. Participate in home and/or group prayer activities for the time leading up to the event, and help to cover the event in prayer.

19. Production Team

- a. Set up and run video and audio in main event and respite room.
- b. Assist with lighting, to coordinate with décor team.
- c. Assist with overall flow of programming.

20. Red Carpet Team

- a. Line the red carpet as guests make their way down the red carpet, cheer them on to make them feel welcomed.
- b. Treat honored guests like celebrities and VIPs

21. Registration Team

- a. Pre Event: Assist the Registration Team lead with assembling nametags
- b. Assist with check in of volunteers and guests
- c. Greet volunteers, give them their nametags or lanyards and direct them to their team leaders for a pre-event meeting
- d. Warmly greet guests, sign them in, give them their name tag or lanyard, and answer any questions they may have.
- e. Register any guests that come as a walk up on day of event

22. Respite Room Team

- a. Love on the parents/caretakers by serving food, spending time getting to know them and being available to pray with them.

23. Security Team

- a. Coordinate with local police, fire and rescue as needed.
- b. Walk around and monitor the main event space and outdoor areas, making sure exits are not blocked and all areas remain wheelchair accessible.

- c. Ensure that no one is on property that is not registered to be there and that all persons are in areas they are designated to.
- d. Support any on-site uniformed Law Enforcement personnel by ensuring a safe and secure environment for guests and volunteers.

24. Sensory Room Team

- a. Spend time with guests who may have become over-stimulated on the dance floor or in other areas of the prom.
- b. Interact with them by participating in sensory activities, singing or listening to calming music or simply providing them with some quiet time.
- c. Provide sensory activities such as therapy dogs, weighted blanket, headphones, sensory/fidget toys, etc.

25. Setup and Teardown Team

- a. Arrive at the designated time and execute event set-up (this may involve days leading up to event)
- b. Work closely with Decor team.
- c. Connect with DJ, production, activities teams to ensure they have everything they need and the best possible event layout is in place.
- d. Take down decorations, tables, chairs, etc. And clean up the event space.

26. Traffic/Parking Team

- a. Maintain a parking pattern and direct traffic for easy vehicle entry and exit.
- b. Maintain open fire and emergency lanes.
- c. Direct Limo traffic flow

27. Welcome Team

- a. At Registration area, assist with answering questions and directing check in flow.
- b. Once guests have met their buddy, direct (walk with) the caregivers to the Respite Room. If the caregivers would like to watch their loved one walk the red carpet, walk the caregiver to the red carpet, stay with them, and then lead them to the respite room once they see their child walk the red carpet.