



# THE 25<sup>th</sup> ANNUAL WELLNESS SHOW

March 3, 4 & 5, 2017

Vancouver Convention Centre, West Building (new building)

**Date: October 25, 2016**

We are in the planning stages of the 25<sup>th</sup> Annual Wellness Show. Once again we will require a large number of volunteers and appreciate your support. The volunteer hours are as follows:

Thursday	March 2	10:00 am - 8:00 pm	(set-up 12:00 noon-6:00 pm)
Friday	March 3	10:00 am - 7:30 pm	(show 12:00 noon-7:00 pm)
Saturday	March 4	9:00 am - 6:30 pm	(show 10:00 am-7:00 pm)
Sunday	March 5	9:00 am - 6:30 pm	(show 10:00 am-6:00 pm)
		6:30 pm - 8:00 pm	(tear-down)

This package regarding volunteering for this event includes the following information: Volunteer positions with descriptions/Volunteer shifts hours/Volunteer registration form.

The deadline for early bird registration is **Thursday, November 3, 2016**. (Another registration will take place end of November 2016). Please send the registration form to us by this date either via fax or email and we will send the **confirmed schedule by November 10, 2016**. We would hope that once a volunteer has committed to a position/shift, they would stay committed. We require your assistance with choosing and placing students who understand the commitment of volunteering and are reliable and responsible individuals. Minor changes and adjustments to the schedule can be made (i.e. volunteer ill, work schedule change, etc.). Please note, the restrictions for volunteering are, students must be 15 years of age or older and in grade 10 or higher. Please also tell your students that **all shifts are first-come first-served**. There is possibility of rotation within the positions or to other positions depending on number of volunteers. Therefore, at times, the volunteer will not be placed in the position of their choice.

A **Volunteer Orientation Meeting** will be held on **Thursday, March 2 at 5:00 pm** at the Vancouver Convention Centre (**west building**). Volunteers are to **meet outside the entrance** prior to the orientation. General information about the show and a brief discussion of volunteer positions will be reviewed. If a volunteer **cannot make the orientation**, they should **arrive 15 minutes prior** to their first scheduled shift for a brief overview. The meeting will take approximately 30 minutes.

#### Please note:

- **2 Complimentary tickets** to the show will be given out to all volunteers after their first shift, as a thank you for their help.
- All volunteers are required to **arrive 10 - 15 minutes** prior to each scheduled shift to allow time to sign in, locate and settle into their position. It is advisable to bring a small snack, lunch or dinner, as well as a beverage. Snacks and beverages will be available throughout the weekend provided by New Rave Productions, Inc.
- Each volunteer is required to **sign-in and sign-out** at the beginning and end of each shift. This is for calculation and verification of volunteer hours worked.
- **Dress for success!** We would appreciate that all volunteers wear **dark pants or skirt with a white or light coloured, shirt, blouse, or top**. Comfortable shoes are recommended, as there is a lot of walking and standing involved in most of the positions. **A clean, tidy and professional appearance is appreciated**. Low-cut tops, low-rise bottoms, yoga pants, and denim are prohibited. Leggings are not pants, therefore, must be worn with a long enough top to go beyond the hips and cover the buttocks.
- Each volunteer will be assigned a volunteer badge for identification purposes. The **badge must be worn at all times during a volunteer shift**. At the end of each shift, the badges must be handed in for recycling and/or reuse the following shift or day.
- If you will be providing your volunteers with **work safe and evaluation forms** for completion, work safe forms are to be completed by a volunteer manager or volunteer coordinator before the student is able to work their shifts. The evaluation form will be completed on site after they've completed all of their shifts.

Please note that volunteers can enter their name in our **Volunteer Draw**. For **each shift** a volunteer works, she/he can complete a ballot, two shifts two ballots, etc. The prize will be mailed to them.

We at New Rave Productions thank you in advance for your time, effort and assistance in finding and placing volunteers at the Wellness Show. If you have any questions, please do not hesitate to contact Diana Nguyen at 604-983-2794 or [volunteersnnp@gmail.com](mailto:volunteersnnp@gmail.com).

Thank you,

Jeannette Savard  
Marketing & Production Manager

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