

## ***STATE CONVENTION COURTESY CORPS SPECIFIC DUTIES***

**Agriscience Fair:** You will be responsible for caring for the agriscience fair exhibits and moving them when needed. You will need to make sure the exhibits are kept in high quality and are not damaged. You may also be involved in helping set up or tear down the exhibit.

**Artwork Assistants:** As an artwork assistant, you will be asked to set up and monitor the art exhibit in Hall C/D. You will make sure the art isn't roughhoused, and pass out forms for members to vote on their favorite pieces of art.

**Assistants:** As an assistant you need to be available at all times during your scheduled work hours to help out with a variety of different activities. You may be seating people, running errands, labeling chairs, ushering people, etc. Keep your eyes and ears open because you will need to be on the lookout for people who may have questions or need assistance. Make yourself available!

**Career Show:** You will be welcoming people to the Career Show and checking for convention buttons on all those attending the Career Show. Others may be assisting the door checkers or carrying out other duties. You will assist exhibitors in setting up their booths. You may haul boxes, unload vehicles, etc. The exhibitors appreciate your assistance.

**Door Checkers:** Your duties will be to check for complete official dress. Please make sure that the FFA jacket is zipped to the top. You will also be checking for registration buttons. Along with official dress we ask that you make sure that the doors are kept shut at all times when a session is going on and help maintain order in all convention sessions.

**Flag Check In:** You will assist the State FFA Reporter with checking in flags that FFA chapters bring to convention. We ask that you make sure each chapter flag is LABELED. If the chapter also brought a stand, we ask that you have the chapter label the stand. Have the chapters place their labeled flag outside of the news room. You will be stationed near the Registration Table in order to collect flags as they come in.

**Greeters/Judge Greeters:** Your duties include helping out those individuals in your designated area who need assistance for any reason. All greeters are responsible for greeting visitors and judges as well as directing them to various functions throughout the Exhibition Hall. Smile and say hello and most importantly thank them for their time!

**Meal Assistants:** These individuals will be taking tickets and helping to set up and take down at those meal functions that they have been assigned. No one is to be allowed into these functions without their ticket. Check to make sure and pick up any banners or table center pieces left behind.

**Registration:** These Courtesy Corps members are to be at the registration table to assist with whatever you can. You can help the whole registration process run smoothly and assist in handing out buttons and programs.

**Session Hall Clean-Up:** Your duties including cleaning the main session hall, Hall D/C, after the sessions. You are to cover the whole exhibition hall to create a clean and organized environment for the next session.

**Ushers:** You will need to have a working knowledge of the session hall layout as well as the seating charts. Your duty is to escort the respective individuals to their designated seats. You will assist with award winner and sponsors in finding their assigned seats. As

ushers, it is also extremely important that you help maintain order at all times during, before, and after session in Hall D/C of the Exhibition Hall at the Alliant Energy Center. Flashlights will be provided to help you assist people to their seats if needed.

**Workshop Assistants:** Your duties are to assist the workshop mangers and presenters. You will be introducing the workshop presenters and collecting evaluations.

**Other:** If the job that you were assigned is not listed, please ask a Courtesy Corps Manager about your job so you will know what you will need to do.