

## State Convention Courtesy Corps Specific Duties

**Door Checkers:** Your duties will be to check for complete official dress. Make sure that the FFA jacket is zipped to the top. You will be checking for registration tags/badges. FFA Advisors will be available to assist you. You will also have to make sure that the doors are kept shut at all times when a session is going on and help to maintain order in all convention sessions.

**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 open because you will need to be on the look out for people who may have questions or need assistance.

**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 award winners 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 sessions in Hall D of the Exhibition Hall at the Alliant Energy Center.

**Stage Hands:** These people will be stationed near and behind the stage to assist the State Officers and State Staff in preparing the stage for various awards and ceremonies. Your help is needed to move items on and off stage and keep things running smoothly.

**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.

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

**Ticket Takers:** These individuals will be taking tickets at those meal functions that they have been assigned. No one is to be allowed into these functions without their ticket.

**Flag Check In:** You will assist the State FFA Reporter in checking in flags that FFA chapters bring to convention. You will be stationed near the Registration Table in order to collect flags as they come in.

**Workshop Assistants:** Your duties are to assist the workshop managers in introducing the workshop presenters, handing and collecting evaluations and assisting with the needs of the presenter.

**Surveyors:** Your duties are to survey the convention attendees about various aspects of convention. Survey forms will be provided at the Courtesy Corps Check-In area and need to be returned there at the end of your assignment.

**Tour/Spirit Stick Sign-Up:** Your duties consist of assisting with the spirit stick sign-up sheets. You will need to sign up chapter members who participate in the tours at the State Convention. Sheets will be provided at the Courtesy Corps Check-In area. When you are done, turn in the sheets to the check-in area.

**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.

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