



Tsurucon 2017 Volunteer Package

Saturday May 6th, 2017
Gateway Christian School
4210- 59th Street,
Red Deer, AB. T4N 2M9



Welcome

Thank you so much for your interest in being a part of Tsurucon 2017! Volunteers are integral to the success of any convention, and we would love to have you join our team.

This package will provide you with information in regards to our volunteer acceptance process, benefits, requirements & responsibilities, fees, mandatory volunteer orientation dates, and our volunteer contract. Please make sure to read the entire package before submitting your volunteer application.

Sincerely,

The Tsurucon Staff

Application Process

In order to pass the application process, potential volunteers need to complete both a volunteer application form, as well as an interview. This interview can be carried out via skype, phone call, or in person. Each applicant will be contacted via email to arrange a time and place (if applicable) for the interview. Please note that being accepted for an interview may not guarantee a volunteer position. **All applicants must be at least 14 years of age to be eligible to volunteer.**

Fees & Benefits

There is a non-refundable \$5.00 fee to volunteer for Tsurucon 2017. Due to the non-profit nature of Tsurucon, this fee helps us break-even with volunteer costs and ensure that volunteers have the best possible experience. In return, Tsurucon ensures that volunteers will receive the following benefits:

- Event Admission Pass for Tsurucon 2017
- Tsurucon lanyard & personalized badge
- A letter outlining your volunteer work, experience, and hours
- A food package consisting of various snack items, pre-approved by the volunteer
- An invitation to Tsurucon's volunteer and team building event

This fee must be paid during or before each volunteer's chosen orientation session.



Requirements & Responsibilities

Volunteers are integral to both the success and reputation of a convention. Volunteers are representatives of Tsurucon, and we expect that each of our volunteers behave in a professional and respectful manner.

Each volunteer will be required to volunteer for 4-6 hours throughout the day of the convention. Volunteer responsibilities are, but not limited to, the following:

- Be on time for each assigned shift
- Check-in with the volunteer coordinator when starting and finishing each shift
- Answering patron questions or directing them to someone who is able to help them
- Avoid mingling for non-volunteer purposes in your area of volunteer to avoid congestion
- Attending one of the two volunteer orientation sessions
- **Attending set-up May 6th, 2017 from 6:00pm until 9:00pm at Gateway School**

Volunteer Positions & Duties

Below is a short description of the various volunteer roles available. Please note that the duties underlined> for each position include the responsibilities listed above.

Registration Attendant

Registration attendants help patrons purchase their admission passes to Tsurucon on the day of the convention.

General duties include:

- Ensuring registration forms are filled out correctly
- Administering wristbands to patrons
- Checking pre-registration lists
- Verifying photo I.D.
- Distributing guidebooks
- Processing ticket sales paid by cash or square

Special & Main Event Attendant

Special & main event volunteers help the Cosplay & Contest Organizer and the Main Events Organizer facilitate their duties.



General duties include:

- Organizing contest data
- Preparing and organizing contestants
- Moving/setting up supplies and displays

Panel & Event Supervisor

Panel and event supervisors help overlook the panels and events happening throughout the day.

General duties include:

- Helping panelists set up and takedown
- Ensuring the quality, safety, and content of each event
- Checking patrons for wristbands and badges
- Assisting panelists and event organizers with any problems that might arise

Marketplace Supervisor

Tsurucon Marketplace supervisors help patrol the marketplace, ensure the well-being of both the artists and vendors, and check patrons for wristbands and badges.

General duties include:

- Helping with Marketplace setup and clean up
- Helping vendors and artists with setup and takedown
- Checking patrons for wristbands and badges
- Ensuring the general public does not enter the marketplace area

Policy Enforcer

Policy enforcers help maintain Tsurucon's rules and regulations and ensures everyone have a safe and enjoyable experience.

General duties include:

- Ensuring that costumes and props adhere to Tsurucon's regulations
- Help run the Prop Check station
- Assist patrons with questions and understanding of policies
- Overlook the convention, maintain presence throughout the event
- Ensure a positive experience for ALL attendees

General Volunteer

General volunteers will assist in a variety of tasks, helping as needed.



General duties:

- Running around and performing basic tasks
- Refer to all other duties performed by other positions

Volunteer Contract

Volunteers will be required to sign a contract that outlines your responsibilities as a volunteer and Tsurucon's commitment to you. This contract will be sent once volunteer approval has been given and is **due by set-up, May 6th, 2017**. It can be sent in electronically or returned in person. **Volunteers who do not submit a signed contract will not be allowed to volunteer.**

Orientation

Volunteers will also be required to attend **one** of two orientation sessions taking place on April 15th and April 22nd from 4:30pm until 5:30pm, location to be determined. Orientation sessions help ensure that volunteers have sufficient information on the event, know the locations of the convention space, and can answer basic questions about the event on the day of.

Important Dates and Times

April 15th & April 22nd, 2017 Orientation Dates, Fees Due	TBD From 4:30pm until 5:30pm
May 5th, 2016 Set-up	Gateway School From 6:00pm until 9:00pm
May 6th, 2016 Convention Date	Gateway School From 7:30am until 12:00pm

Contact & Inquires

Tsurucon will communicate primarily through email. Please make sure to check your emails regularly. All questions, comments, and concerns in regards to volunteering at Tsurucon 2017 can be directed to volunteers@tsurucon.net.

Thank you!