



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

To: Lambda State Convention Attendees
From: Dr. Kammie Richter, Executive Assistant, & Renata Butauskiene, Registrar
Re: Convention Volunteer Form
Date: February 2018



The Delta Kappa Gamma Society International
Illinois Lambda State Convention April 20-22, 2018
Westin Lombard Yorktown Center
70 Yorktown Shopping Center
Lombard, IL 60148
Phone: (630) 719-8000

Lambda State: Expect Great Things!

If you would like to volunteer to help with the convention duties please complete the form below and return it via email to Dr. Kammie Richter, execassistlambdast@gmail.com, and Renata Butauskiene, rbutauskiene@ccsd180.org. Note that duties will be assigned as they are received. If you wish to sign up for more than one job please add a 1, 2, or 3 in the box so we know which one you prefer to have if many volunteers sign up.

Use one form per attendee please.

Last name _____ First name _____

Chapter number _____ Chapter name _____

Email _____ Cell phone _____

Friday:

- Greeter** near the foyer area/convention areas are from 4-5 p.m., and 5-6 p.m.
- Registration Assistant** at the registration table 4-5:15 p.m., 5:15-6:30 p.m., 6:30-7:45 p.m. 7:45-9:00 p.m.
- Assistant to the Executive Assistant** (helping to watch the properties room during times she may not be nearby) You would be contacted by cell phone in case you are needed at any given time.
- Convener duties** (be there 10 minutes prior) for workshops are from 8:10-9:25 p.m.

Saturday:

- Greeters** near the foyer area/convention areas are needed from 7-8:15 a.m., from 11:10 a.m.-12 noon., and from 2:00-6:00 p.m.
- Registration Assistant** 7:15-8:00 a.m., 11:10 a.m.-12 noon, 2:00-6:00 p.m.
- Assistant to the Executive Assistant** (helping to watch the properties room during times she may not be nearby) You would be contacted by cell phone in case you are needed at any given time.
- Table hostess** Lunch; Dinner Banquet
- Stair assistants** are needed during the General Business Meeting, Executive Board Meeting, Luncheon, and Banquet.
- Pages** are needed for the Saturday morning General Business Meeting which begins at 8:30 a.m., and the Executive Board Meeting which begins afterwards, approximately 11:10-11:30 a.m.
- Conveners** for workshops are needed for Saturday afternoon which have not yet been set but you will need to be there 10 minutes prior to the workshop which are tentatively scheduled from 2:40-3:40 p.m., and 3:50-4:50 p.m.
- Centerpiece/favor assistants** will be needed approximately an hour prior to the luncheon and the banquet.

Sunday:

- Greeters** will be needed from 7:30-8:00 a.m. to direct attendees to the Celebration of Life.
- Registration Assistant** 7:15-9:00 a.m.
- Assistant to the Executive Assistant** (helping to watch the properties room during times she may not be nearby) You would be contacted by cell phone in case you are needed at any given time.
- Table hostess** for breakfast
- Stair assistants** will be needed during Celebration of Life and during Sunday morning award breakfast.
- Centerpiece/favor assistants** will be needed at 7:00 a.m. before the Celebration of Life ceremony begins at 8:00 a.m., and to prepare for the award breakfast at 9 a.m.