

OVERVIEW FOR ALL VOLUNTEERS

THE EVENT:

2nd Celebrity Fashion Show & Luncheon: "LA FIESTA"
Sunday, February 21, 1999 from 11 am to 3 p.m.
An Important Fundraising Event of The Centre for Women

On Board Carnival Cruise Line's ms Sensation
(sorry, the ship will not leave port during the event!)
Garrison Seaport in Tampa, next to The Florida Aquarium
Park at the Florida Aquarium!

WHAT EVERYONE SHOULD KNOW:

All volunteers must check in at the Volunteer Desk at the volunteer registration booth to get your nametag and Fiesta-wear, materials and any assignment change. The volunteer desk will be right inside the entrance doors of the Garrison Seaport Terminal, across from the Aquarium.

Please arrive *at 9:15 am*, and stay with your assigned job and location during your shift

Dress code: the theme is LA FIESTA so you can dress up bright and cheery (anything Mexican, or bright red, yellow, purple, etc.). Also, many jobs are located outside so DRESS APPROPRIATELY and bring rain gear/umbrella/warm jacket if necessary

Familiarize yourself with the menu, the directions, layout of the rooms, location of the restrooms (right outside the Fantasia Showroom). As a volunteer you will be asked a VARIETY of questions!

Look around for other opportunities to *help out*...We pride ourselves that volunteers at The Centre for Women events are always outgoing, friendly, cheerful and ready to help. We don't say "Gee, I don't know." We say "Let's find out!" If people look lost or uncertain, offer to help!

Due to the limited size of the event, we are not able to offer our volunteers a chance to watch the show and attend the luncheon for free. If you would like to attend the event, we have a special volunteer price of \$22/person. The \$22 is The Centre's cost for the lunch. Please let us know in advance so we can assign you to an appropriate inside job.

After the event: please patronize the businesses who participate in the event: our celebrities, Brandon TownCenter, the Citrus Park Town Center, the sponsors and patrons, and of course Carnival Cruise Lines. TELL THEM you appreciate their support of The Centre!

Please call (813) 251-8437, extension 231 or 230 if you have any questions or cannot volunteer. Beth Doyle's cell phone number is (813) 601-4091 in case you need to reach her during the event..

HOW THE EVENT WILL RUN:

It will be a *madhouse* at the terminal. The ship will have arrived in from a cruise, so people will be unloading, while others will be arriving to check in for their cruise which leaves at 4 p.m.

It is important that we provide clear signs and directions for people looking to board for our event. This is critical to people enjoying the event. We also must start on time!!

Parking is at the Florida Aquarium. Then people will go to the Garrison Seaport Terminal across from the Aquarium entrance to register. From the upstairs registration area they take an elevator upstairs. There they board the ship on the Empress level and go upstairs to the Atlantic level.

From 11 am until 11:50 am people are free to roam the ship and take a self-guided tour. The Fashion Show is in the Fantasia Lounge (from 12-1 p.m.), and the luncheon takes place in the Fantasy Dining Room across the atrium (from 1:15-2 p.m.).

THE SHIFTS:

SHIFT 1

9:15 am to 12 noon (please plan for traffic and parking time)

Shift 1 will help make sure that all our guests and participants arrive safely and on time. We will direct people to parking, from parking to registration, onto the ship, and up the Fantasia Lounge where they will be seated for the Fashion Show. Be prepared to answer questions and direct people.

SHIFT II

1 p.m. to 1:30 p.m.

Fashion Show begins at noon and runs for 1 hour. At the end of the show, this shift will help move 400 people smoothly into the Fantasy Dining Room on the other side of the atrium. Seating is open at luncheon, unless they are sitting at a designated sponsor table. Sponsors will have different color stickers indicating they are at a sponsor table. Tables will have Sponsor names on them. As well, other reserved tables will also have reserved names on them.

SHIFT III

2:00 to 3:00 p.m.

All Committee members who have attended the show must stay and help us clean up! We need to get the clothes together, throw away trash, and carry items back off the ship. It shouldn't take long.

Thanks so much for you help and support!!