



WELCOME CREW

The Welcome Crew helps generate a sense of belonging by creating a friendly environment before the event and connects new members with existing members.

Main Responsibility: Set up the entrance to the venue in advance of the event and make sure every member checks in and has a name-tag

A container with your Crew Name will be available in kitchen and will have everything you need to set up your area.

Things to Do:

- Make sure there are enough tables set up in the hallway outside the venue for name tags and check-in
- Place posters/signs at strategic locations
- Place table covers on tables
- Place alpha signs on tables
- Place printed name-tags and name-tag clips in alpha order on tables
- Meet and greet all members
- Assist members to find name-tags
- Connect new members to others and/or help them find seats inside the venue

Coordinators: Treasurer and VP of Membership

Needed: Two (2) volunteers working together with the coordinators to prepare for and welcome members to the event



CREATIVE CREW

The Creative Crew prepares and decorates the venue before the event.

Main Responsibility: Make sure venue is set up in advance of each event

A container with your Crew Name will be available in kitchen and will have everything you need to set up your area.

Things to Do:

- Assist in bringing supplies to the event location, if requested
- Assist in unloading supplies
- Place posters/signs at strategic locations
- Place plastic covers on tables
- Place centerpiece on each table, if necessary
- Place supplies, decorations, games, if necessary, at designated locations
- Place napkins, plates, and other serving items on food tables
- Ensure entertainment is ready to go

Coordinator: President and VP of Events and Activities

Needed: Two (2) volunteers working together with the coordinators to prepare the venue



SERVICE CREW

The Service Crew receives and sets up or displays catered or potluck foods and beverages during the event and, when necessary, provides portion control by plating each food item as members pass thru a buffet line. (Many events will not require portion control and plating.)

Main Responsibility: Receive, set up, and serve catered or potluck foods and beverages during the event

A container with your Crew Name will be available in kitchen and will have everything you need to set up your area.

Things to Do:

- Set up table with beverages, ice buckets, ice, cups, etc.
- Set up heating trays on food tables, if necessary
- Receive catered food delivery
- Set up catered foods as per a diagram which will be provided for each event
- Assist members in placing their potluck contributions on food tables
- Staff buffet lines, if requested
- Cut club-purchased desserts into single servings
- Fill trays with plated dessert slices & pass out to each table
- Ensure food and beverage tables are kept re-filled
- Ensure food and beverage tables are kept tidy and spill free

Coordinator: Secretary

Needed: Four (4) volunteers working together with the coordinator to make sure food and beverages are served in an efficient and equitable way



CLEAN UP CREW

The Clean Up Crew takes down and puts away supplies, clears trash, and performs other tasks necessary after the event to ensure that the venue is left as required by SCSCAI. (No table dismantling or chair stacking is necessary.)

General Responsibility: Make sure the venue is clean and cleared of club supplies after the event

Things to Do:

- Remove centerpieces and plastic covers and clear trash from tables
- Clear serving tables and bring leftovers into kitchen
- Clear beverage tables and bring leftovers into kitchen
- Pack all unused tableware (utensils, glasses, napkins) into plastic bins
- Gather all signs/posters/decorations and bring into kitchen
- Pack up any other club supplies
- Assist in loading plastic bins and supplies into board member vehicles

Coordinators: President and VP of Events and Activities

Needed: Four (4) volunteers working together with the coordinators to clean up the venue and pack up club supplies