



Volunteer Application Form

2024 Event

Applicant Information

Full Name:

Email:

Phone:

Volunteer Role Descriptions

- Set-Up Crew** • meet us bright and early at the venue (around 7:00am) to help us get everything set-up.
- Registration Team** • help all attendees sign-in and grab their name tags and session assignments.
- Speaker Hosts** • help our speakers make their way to their assigned rooms and set-up space as needed.
- Event Guides** • help our attendees make their way to workshops, lunch, and other event activities.
- Photographers** • take photos throughout the day to help us capture highlights of the event.
- Busy Bees** • help with odd jobs throughout the day to keep our event running smoothly.
- Tear-Down Crew** • stay to the end of the event and help us pack everything up.

Roles (please check all the volunteer positions you are interested in)

- | | |
|--------------------|---------------|
| Set-up Crew: | Speaker Host: |
| Registration Team: | Event Guide: |
| Photographer: | Busy Bees: |
| Tear-Down Crew: | |

*We will do our best to accommodate your request, but we may need to juggle people around a bit based on needs of the event.

Availability (please check the times you are available to volunteer)

- 7:00 am - 9:00 am (Early Bird Shift)
- 9:00 am – 12:00 am (Morning Shift)
- 12:00 pm – 3:00 pm (Midday Shift)
- 3:00 pm – 6:00 pm (Afternoon Shift)

*Except for the 7am time slot, we would ask you to be arrive about 10 minutes before your shift to get set-up and for our team to provide instructions.

Signature: _____ Date: _____

Thank you for your interest in volunteering at Board Leadership Calgary 2024!

This event wouldn't be possible without great volunteers like you. Someone from our organizing committee will be in touch with you shortly to confirm your volunteer assignment(s) and will explain next step.