

# *It Was A Good Year, Inc.*

## **IWAGY Event Set-Up Volunteer:**

*(Number needed varies with event; volunteers arrive 45-60 minutes before event start time)*

Some events are not “Do It Yourself” and don’t require much in the way of set-up; typically this may only include putting out dump cups.

We recommend that you mark off (save) seat(s) for the presentation upon your arrival. Once the announcements for the event have begun, you are free to take your seat(s) and join the other participants. We generally will NOT begin opening announcements until all assembled plates are on the seating tables.

The Set-Up job is: to assist setting *each place* and *other table accoutrements* at seating tables

Volunteers:

- Come early, before the event starts; most start at 6:30PM. [Regular participants generally begin arriving around 6 PM.]
- Help set wine glasses (typically 8 per person), napkins, flatware as directed\*, dump cups, and water cups at each place (where there is a chair). Some of this work may have been done before your arrival, often the wine glasses have already been set.
- Help set out filled water pitchers and bread baskets, 1 per table.
- If you are willing, you may help with putting assembled plates on the tables.
- Sanitation is important! Wash your hands before starting, and the Club will provide sanitary gloves if you wish, or if the coordinator/planner feels they are needed.

A diagram is available if needed.

IWAGY will provide you with:

Wine glasses

Dump cups (typically red)

Water cups

\*Flatware (often just fork, but sometimes both knife and fork at each setting)

Napkins

[Water pitchers and bread baskets are not owned by IWAGY but will be provided.]