

## **2010 BIG E VOLUNTEER & CELEBRITY VOLUNTEER DUTIES**

Volunteers are what make the Big E, especially, the NH Information Booth inside the New Hampshire Building work! The information below will help you orient yourself to what is expected from our volunteers. We encourage input from you. Please send any suggestions to [judiwindow@gmail.com](mailto:judiwindow@gmail.com). Thank you for participation.... Without you... We would not be the great team that we are! The list is in no particular order:

### **Volunteer Duties**

- Read all correspondence
- Represent New Hampshire in a positive manner
- Read through all Big E Orientation material – **CALL WITH QUESTIONS!**
- Complete, sign and return your Big E “Volunteer Service Agreement”
- Represent the New Hampshire Building in a positive manner
- Be knowledgeable about New Hampshire Tourism and be an informed travel counselor
- Represent all New Hampshire regions, areas, businesses, attractions, etc. (including your own)
- Be knowledgeable about Division of Travel & Tourism Development and other State Agencies
- Be willing to volunteer 3 consecutive hours
- Work well with other volunteers and encourage team work to create a positive environment
- Privately notify supervisor of any problems or concerns
- Be knowledgeable about the emergency evacuation plans developed by NH Dept of Ag and The Big E. Be sure you know where to meet your Supervisor for a head count.
- Abide by the systems and policies developed by the Management Team
- Attend and/or send suggestions for our post-event debriefing

### **Celebrity Volunteer Duties**

- Same as the Volunteer Duties above but including...
- Representing your particular NH interests such as fishing, hiking, spinning, dancing, making something, writing, etc.
- Representing your industry or business as a VIP such as Commissioner, Director, Manager of a hotel/attraction, etc.
- Help Supervisor prepare your *Celebrity Volunteer Highlights* poster to be placed on the counter where you will stand to answer guest questions about yourself.