



Gospel For Muslims, Inc.
 MBB Conference and Banquet
 October 26 & 27, 2007

VOLUNTEER OPPORTUNITIES

Position and Description	Date and Time	# Volunteers per shift	Location
PRE-EVENT VOLUNTEERS			
Registration Facilitators: <i>Computer skills necessary.</i> Assist GFM Staff in monitoring phone calls by taking/answering registration questions and processing on-line registration. (Training will be provided)	Sept. 4-October 25 Weekdays M-F Time TBD	2	GFM Office Headquarters
Invitation Volunteers: Assist GFM Staff in hand addressing, stuffing and mailing banquet invitations. (Instruction given on-site)	Sept. 10 -14, Daytime Time TBD	15	Park Cities Baptist Church, Missions Office
Decorations Volunteers: Assist GFM Staff with table centerpieces and other decoration preparation. (Instruction given on-site)	Oct. 1- 5, Daytime Time TBD	5	Park Cities Baptist Church, Missions Office
Goodie Bag Volunteers: Assist GFM Staff in assembling 1,000 goodie bags. (Instruction given on-site)	Oct. 8 -12, Daytime Time TBD	10	Park Cities Baptist Church, Missions Office
MBB CONFERENCE AND BANQUET VOLUNTEERS			
** Volunteer Training will be held Saturday, October 20, 2007, 9:00-11:00 a.m. at Park Cities Baptist Church, Fellowship Hall **			
Conference and Banquet Set-Up and Take down Volunteers: Assist GFM Staff in setting up and taking down check-in tables, promotional display tables, signage as well as oversee rooms setup by church staff. Shifts 2 and 3 also includes setting up and taking down the banquet decorations and table centerpieces, etc.	Friday, Oct. 26 Shift 1: 9:00-12:00 p.m. Saturday, Oct. 27 Shift 2: 3:00- 5:00 p.m. Shift 3: 8:30-10:00 p.m.	5	Park Cities Baptist Church, Community Life Center 3 rd Floor and Great Hall

<p>Volunteer Check-In Coordinators: Assist GFM Staff with all volunteer check-in and instructions throughout entire conference and banquet. Serve as home base for all volunteer questions and needs.</p>	<p>Friday, Oct. 26 Shift 1: 11:30-2:30 p.m. Shift 2: 2:30-5:30 p.m.</p> <p>Saturday, Oct. 27 Shift 3: 6:45- 9:45 a.m. Shift 4: 9:45-12:45p.m. Shift 5: 12:45- 3:45 p.m. Shift 6: 3:45- 6:45 p.m.</p>	<p>2</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>
<p>Speaker Check-In Coordinators: Assist GFM Staff with the speakers check-in and instructions as well as assist speakers with any last minute needs.</p>	<p>Friday, Oct. 26 Shift 1: 11:30-1:30 p.m.</p> <p>Saturday, Oct. 27 Shift 2: 7:00-10:00 a.m. Shift 3 10:00- 1:00 p.m. Shift 4: 5:00- 6:30 p.m.</p>	<p>2</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>
<p>Conference and Banquet Check-In Volunteers: Assist GFM Staff with attendees check-in by verifying identification, distributing the conference packet, goodie bags, etc. as well as giving any needed instructions to attendees.</p>	<p>Friday, Oct. 26 Shift 1: 11:45-3:00 p.m. Shift 2: 3:00-6:00 p.m.</p> <p>Saturday, Oct. 27 Shift 3: 7:00-10:00a.m. Shift 4: 10:00- 1:00 p.m. Shift 5: 5:00- 8:00 p.m.</p>	<p>4</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>
<p>Conference Speaker Moderators: <i>Public speaking and time management skills requested.</i> Moderators will be assigned to a specific speaker and will work closely with the speaker in assisting his/her set-up, if needed. The moderators will start the session by passing out any handouts, give a brief overview of the speaker's topic and introduce the speaker. During the session, the moderator will monitor the 45 minute speaker timeframe as well as moderate the attendees 15 minute Q&A at the conclusion of the session. (Due to the duties of this position, volunteer shifts will be longer hours.)</p>	<p>Friday, Oct. 26 Shift 1: 12:00-6:00 p.m.</p> <p>Saturday, Oct. 27 Shift 2: 7:30-3:00 p.m.</p>	<p>7</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>
<p>Gopher/Door Monitors: Responsible for checking attendees name badges coming/going during conference and banquet. Everyone must display a proper name badge the entire time. Monitors will also run quick errands should someone or something be needed. Assist where needed.</p>	<p>Friday, Oct. 26 Shift 1: 12:00-3:00 p.m. Shift 2: 3:00-6:00 p.m.</p> <p>Saturday, Oct. 27 Shift 3: 7:00-10:00 a.m. Shift 4: 10:00- 1:00 p.m. Shift 5: 1:00- 4:00 p.m. Shift 6: 4:00- 7:00 p.m. Shift 7: 7:00-10:00 p.m.</p>	<p>7</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>

<p>Display Table Volunteers: Oversee the display tables, i.e. keeping items in order, monitoring the promo DVD auto-play, maintaining stocked merchandise, processing/collecting merchandise sales and answering merchandise questions.</p>	<p>Friday, Oct. 26 Shift 1: 12:00-3:15 p.m. Shift 2: 3:15-6:30 p.m.</p> <p>Saturday, Oct. 27 Shift 3: 7:30-10:00 a.m. Shift 4: 10:00-1:00 p.m. Shift 5: 1:00-3:30 p.m. Shift 6: 5:30-6:30 p.m. Shift 7: 8:00-9:00 p.m.</p>	<p>2</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>
<p>Conference Hospitality Volunteers: Responsible for keeping beverages and snacks stocked properly in the common area as well as the speaker hospitality room.</p>	<p>Friday, Oct. 26 Shift 1: 12:00-3:00 p.m. Shift 2: 3:00-6:00 p.m.</p> <p>Saturday, Oct. 27 Shift 3: 9:00-11:30 a.m. Shift 4: 12:30- 3:00 p.m.</p>	<p>3</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>
<p>If interested in volunteering, please contact Laura at Gospel For Muslims, Inc. (214-217-9857 or laura@gospelformuslims.com)</p>			



Gospel For Muslims, Inc. Volunteer Information Sheet

For the 2007 MBB Conference and Banquet

Last name	First name	Driver's License No. (confidential for security measures)	
Address		City	State, Zip
Home Phone	Work Phone	Mobile Number	Other
Email Address (must have for communication purposes) *** We will confirm your sign-up and any pertinent information via e-mail. ***			
Church Affiliation		Church Address	
Church Contact for Reference		Phone Number	Relationship w/ contact
How did you learn about the MBB Conference/Banquet?			
INTERESTS: Please describe which areas and shifts you are interested in. We will try our best to accommodate your requests.			
Position		Date and Shift Times	
Position		Date and Shift Times	
Position		Date and Shift Times	