



Gospel For Muslims, Inc.
 MBB Conference and GFM Celebration Banquet
 September 26 & 27, 2008

VOLUNTEER OPPORTUNITIES

Position and Description	Date and Time	# Volunteers per shift	Location
PRE-EVENT VOLUNTEERS			
Contact Volunteers: Assist GFM in making contacts (phone calls) to encourage conference attendance for early registration. (Training will be provided)	July 7-Sept. 25 Weekdays M-F Time TBD	2	GFM Office Headquarters
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)	July 7-Sept. 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)	Aug. 11 -15, Daytime Time TBD	10	GFM Office Headquarters
Decorations Volunteers: Assist GFM Staff with table centerpieces and other decoration preparation. (Instruction given on-site)	Sept. 8- 12, Daytime Time TBD	10	Park Cities Baptist Church, Missions Office
Appreciation Bag Volunteers: Assist GFM Staff in assembling 1,000 appreciation bags. (Instruction given on-site)	Sept. 15 -19, Daytime Time TBD	10	GFM Office Headquarters

MBB CONFERENCE AND GFM BANQUET VOLUNTEERS

* * Volunteer Training will be held Saturday, September 20, 2008, 9:00-11:00 a.m. at Park Cities Baptist Church, Fellowship Hall * *

<p>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.</p>	<p align="center">Friday, Sept. 26 Shift 1: 9:00a.m.-1 p.m.</p> <p align="center">Saturday, Sept. 27 Shift 2: 3:00- 6:00 p.m. Shift 3: 8:00-10:00 p.m.</p>	<p align="center">10</p>	<p align="center">Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>
<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 align="center">Friday, Sept. 26 Shift 1: 11:30-2:30 p.m. Shift 2: 2:30-5:30 p.m.</p> <p align="center">Saturday, Sept. 27 Shift 3: 7:30- 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 align="center">2</p>	<p align="center">Park Cities Baptist Church, Community Life Center 2nd Floor near elevators</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 align="center">Friday, Sept. 26 Shift 1: 11:30-1:30 p.m.</p> <p align="center">Saturday, Sept. 27 Shift 2: 7:30-10:00 a.m. Shift 3 10:00- 1:00 p.m. Shift 4: 5:00- 6:30 p.m.</p>	<p align="center">2</p>	<p align="center">Park Cities Baptist Church, Community Life Center 2nd Floor near elevators</p>
<p>Conference and Banquet Attendee 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. Monitor communication board.</p>	<p align="center">Friday, Sept. 26 Shift 1: 11:45-3:00 p.m. Shift 2: 3:00-6:00 p.m.</p> <p align="center">Saturday, Sept. 27 Shift 3: 7:30-10:00a.m. Shift 4: 10:00- 1:00 p.m. Shift 5: 5:00- 8:00 p.m.</p>	<p align="center">4</p>	<p align="center">Park Cities Baptist Church, Community Life Center 2nd Floor near elevators</p>

<p>Media / Tech Facilitators: <i>Technical skills requested.</i> Facilitators will monitor media (audio/visual and lighting needs) and coordinate smooth operations with the PCBC staff. The facilitators will make sure technical items are in place and functional for sessions (computers, projectors, microphones, etc.). (Due to the duties of this position, volunteer shifts will be longer hours.)</p>	<p>Friday, Sept. 26 Shift 1: 12:00-6:00 p.m.</p> <p>Saturday, Sept. 27 Shift 2: 7:30-4:00 p.m.</p>	<p>3</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor, Great Hall, and Collins Building</p>
<p>Conference Timekeepers: <i>Time management skills requested.</i> Timekeepers will monitor timing of conference activities in plenary and breakout sessions. Timekeepers will give time limit warnings for main sessions as well as ensure that speakers are at the appropriate place at the appropriate time.</p>	<p>Friday, Sept. 26 Shift 1: 12:00-6:00 p.m.</p> <p>Saturday, Sept. 27 Shift 2: 8:00-12:00p.m. Shift 3: 12:00-4:00p.m.</p>	<p>5</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Great Hall</p>
<p>Banquet Timekeepers: <i>Time management skills requested.</i> Timekeepers will monitor timing of banquet activities. Timekeepers will give time limit warnings as well as ensure that speakers are at the appropriate place at the appropriate time.</p>	<p>Saturday, Sept. 27 Shift 1: 5:30-8:30p.m.</p>	<p>2</p>	<p>Park Cities Baptist Church, Community Life Center Great Hall</p>
<p>Conference Presenter Moderators: <i>Public speaking and time management skills requested.</i> Moderators will be assigned to a specific presenter and will work closely with the presenter in assisting his/her set-up, if needed. The moderators will start the breakout sessions by passing out any handouts, give a brief overview of the presenter's topic and introduce the presenter. During the session, the moderator will monitor the 60 minute presenter 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, Sept. 26 Shift 1: 12:00-6:00 p.m.</p> <p>Saturday, Sept. 27 Shift 2: 9:00-2:00 p.m.</p>	<p>12</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor and Collins Building</p>

<p>Hosts / Hostesses: Responsible for checking attendee name badges coming/going during conference, receptions, and banquet as well as directing participants to meeting areas. 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, Sept. 26 Shift 1: 12:00-2:00 p.m. Shift 2: 2:00-4:00 p.m. Shift 3: 4:00-6:00 p.m.</p> <p>Saturday, Sept. 27 Shift 4: 7:30-9:30 a.m. Shift 5: 9:30- 12:00p.m. Shift 6: 12:00- 2:30 p.m. Shift 7: 2:30- 5:00 p.m. Shift 8: 5:00-7:00 p.m. Shift 9: 7:00-9:00 p.m.</p>	<p>8</p>	<p>Park Cities Baptist Church, Community Life Center 3rd Floor, Great Hall, Commons Area, Parking Garage, Walkways, and Collins Building</p>
<p>Display Table Facilitators: 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, Sept. 26 Shift 1: 12:00-3:15 p.m. Shift 2: 3:15-6:30 p.m.</p> <p>Saturday, Sept. 27 Shift 3: 7:30-9:30 a.m. Shift 4: 9:30- 12:00p.m. Shift 5: 12:00- 2:30 p.m. Shift 6: 2:30- 5:00 p.m. Shift 7: 5:00-7:00 p.m. Shift 8: 7:00-9:00 p.m.</p>	<p>2</p>	<p>Park Cities Baptist Church, Community Life Center 1st Floor Commons Area</p>
<p>Conference & Banquet Transportation Hospitality Volunteers: Responsible for coordinating transportation needs for conference and banquet participants.</p>	<p>Friday, Sept. 26 Shift 1: 10:30-2:30 p.m. Shift 2: 2:30-7:00 p.m.</p> <p>Saturday, Sept. 27 Shift 3: 7:30-10:30 a.m. Shift 4: 10:30- 2:00 p.m. Shift 5: 2:00- 6:00 p.m. Shift 6: 6:00- 9:00 p.m.</p>	<p>3</p>	<p>Park Cities Baptist Church, and surrounding areas</p>
<p>Conference & Banquet Refreshments Hospitality Volunteers: Responsible for keeping beverages and snacks stocked properly in the common area as well as the speaker hospitality room.</p>	<p>Friday, Sept. 26 Shift 1: 11:30-2:00 p.m. Shift 2: 3:00-6:00 p.m.</p> <p>Saturday, Sept. 27 Shift 3: 7:30-9:30 a.m.</p>	<p>3</p>	<p>Park Cities Baptist Church, Community Life Center 2nd Floor and Great Hall areas</p>

	Shift 4: 10:30- 1:00 p.m. Shift 5: 1:00- 3:30 p.m. Shift 6: 3:30- 6:30 p.m.		
Prayer Ministry: Be available to pray for conference participants and attendees, as they come to the prayer room with requests. Gather prayer requests from prayer boxes, monitor prayer wall. Prayer walk the facility and pray ongoing for conference activities.	<p>Friday, Sept. 26 Shift 1: 11:00-2:30 p.m. Shift 2: 2:30-6:00 p.m.</p> <p>Saturday, Sept. 27 Shift 3: 7:30-10:00 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: 7:00-9:00 p.m.</p>	7	Park Cities Baptist Church, Community Life Center 2 nd Floor Prayer Room
<p>If interested in volunteering, please contact Elena at Gospel For Muslims, Inc. (214-217-9857 or elena@gospelformuslims.com)</p>			



Gospel For Muslims, Inc. Volunteer Information Sheet

For the 2008 MBB Conference and GFM 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	