

ASHRAE REGION VIII CRC 2020 VOLUNTEER INFO

Approximately 60 ASHRAE Houston Chapter Volunteers are Needed

Registration Desk

Date	Time	Duties:
April 22	12:00 PM - 4:30 PM	<ul style="list-style-type: none">• Be Friendly and Hospitable• Check People in• Print name Tags• Give Out Badges• Create envelopes with Tickets & The Woodlands Area Handout Materials for each Registrant
April 23	7:30 AM - 4:30 PM	
April 26	7:30 AM - 10:00 AM	

4 volunteers needed per day

Refer to John Walik for additional duties and assignments

Van Driver

Date	Time	Event	Duties:
April 23	7:30 AM - 1:00 PM	Golf & Sporting Clays	<ul style="list-style-type: none">• Be Friendly and Hospitable.• Courteous Safe Drivers• Wear ASHRAE Houston Host Chapter T-Shirt• Willing to help people in and out of van
April 24	9:00 AM - 1:30 PM	Old Town Spring Shopping	
April 24	6:00 PM - 11:00 PM	Restaurant Dine Around	
April 25	2:00 PM - 5:00 PM	HARC LEED Platinum Tour	
April 26	9:00 AM - 4:00 PM	Drive to Beaumont	

2 volunteers needed per day

Refer to Mike Langton or Alan Neely for additional duties and assignments

Tech Sessions 1, 2, & 3 and Tech Tour Monitors

Date	Time	Event	Duties:
April 24	1:00 PM - 5:00 PM	Tech Sessions 1, 2, & 3	<ul style="list-style-type: none">• Be Friendly and Hospitable.• Dispense & Collect Attendee Sign-in Lists,• Wear ASHRAE Houston Host Chapter T-Shirt
April 24	2:00 PM - 5:00 PM	HARC LEED Platinum Tour	
April 26	9:00 AM - 4:00 PM	Drive to Beaumont	

One volunteer for each tech session

Two volunteers for tech tour

Two volunteers for drive to Beaumont

Refer to John Walik or Bruce Flaniken for additional duties and assignments

Golf & Sporting Clay Shoot

Date	Time	Duties:
April 23	7:00 AM - 2:00 PM	<ul style="list-style-type: none">• Be Friendly and Hospitable.• Willing to help people in and out of van• Wear ASHRAE Houston Host Chapter T-Shirt

10-12 volunteers needed

Refer to Michael Langton for additional duties and assignments

Photography

Date	Time	Event	Duties:
April 23	7:30 AM - 1:00 PM	Golf & Sporting Clays	<ul style="list-style-type: none">• Be Friendly and Hospitable.• Take a few Photographs, Get Names, Dates & Events you are Photographing
April 23	5:30 PM - 8:30 PM	Welcome Party	
April 24	9:00 AM - 1:30 PM	Old Town Spring Shopping	Two volunteers per event
April 24	6:00 PM - 11:00 PM	Restaurant Dine Around	
April 25	2:00 PM - 5:00 PM	HARC LEED Platinum Tour	
April 26	9:00 AM - 4:00 PM	Drive to Beaumont	

Refer to John Walik for additional duties and assignments

Restaurant Dine Around

Date	Time	Duties:
April 24	6:00 PM - 11:00 PM	<ul style="list-style-type: none">• Get sign-up Sheets Filled Out• Wear ASHRAE Houston Host Chapter T-Shirt• Gather Attendees• Go to Restaurant Assigned• Alcoholic Beverages & Deserts are Individual Cash Options

Ten volunteers needed

Refer to Alan Neely for additional duties and assignments

Spouse's Hospitality Suite

Date	Time	Duties:
April 24	8:00 AM - 4:00 PM	<ul style="list-style-type: none">• Be Friendly and Hospitable.• Willing to help get Cold Drinks, Tea, Coffee, Water & Consumables and/or Condiments
April 25	8:00 AM - 4:00 PM	
April 26	8:00 AM - 4:00 PM	

Two volunteers needed

Spouse's Old Town Spring Shopping Event

Date	Time	Duties:
April 24	9:00 AM - 1:30 PM	<ul style="list-style-type: none">• Be Friendly and Hospitable.• Willing to help people in and out of van

Two volunteers needed

Refer to Alan Neely for additional duties and assignments

Cocktail & Cash Bar Monitor

Date	Time	Event	Duties:
April 24	4:00 PM - 5:00 PM	WiA-YEA Happy Hour	<ul style="list-style-type: none">• Be Friendly and Hospitable.• Wear ASHRAE Houston Host Chapter T-Shirt
April 24	5:30 PM - 7:00 PM	Pre-Dine Around Happy Hour	

Four volunteers for each event

Mandatory Delegate & Alternate

Date	Time	Event	Duties:
April 23	4:00 PM - 5:00 PM	Caucus Meeting	<ul style="list-style-type: none">• Be Friendly and Hospitable.• Wear ASHRAE Houston Host Chapter T-Shirt• Be present at all events
April 24	7:00 AM - 7:45 AM	Caucus Breakfast	
April 24	8:00 AM - 11:45 AM	Business Meeting	
April 24	12:00 PM - 1:45 PM	President's Luncheon	
April 25	12:00 PM - 1:45 PM	Awards Luncheon	
April 25	2:00 PM - 3:30 PM	Business Meeting	

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