

2/13/07

RE: Volunteer Information

Dear 2007 DIII Championship Volunteer,

Thank you for taking the time out of your busy schedule to help us with the NCAA Division III National Wrestling Championships. It's great to get such a welcome response from all our supporters. This letter is intended to help clarify your duties during the tournament.

Due to the large number of people that will be coming to the tournament we ask that you please come to the volunteer check-in one half-hour prior to your starting time. The volunteer check-in is located at the ice skaters entrance, through the Locust street entrance. Please note that all volunteers should wear khaki pants – no jeans or hats. At check-in you will receive your credential, general information and apparel. You may park in the 5<sup>th</sup> and Main or in the 5<sup>th</sup> and Bluff lots.

The area managers are as follows:

Volunteer Check-in	Vicki Leonard
Awards	Pat Flanagan
Security & Ushers	Matt Kalb & Rob McReynolds
Merchandise Sales	Dan Rothert
Programs	Aaron Healey
Media Relations	Tim Calderwood
Table Workers	Mike Early
Hospitality	Jane Specht

You will receive a schedule of your area and a brief description of your role from your manager. If you have any questions or concerns please contact Denise Udelhofen via phone (563)588-7742 or email at or [denise.udelhofen@loras.edu](mailto:denise.udelhofen@loras.edu). Please call Denise's cell phone (563) 543-0724. Again, thank you for your help. This championship would not be a success without your devotion and help.

# Responsibilities:

## Ushers

- Assist in crowd control inside of arena
- Direct traffic
- Answer tournament and building questions
- Report any patron incidents
- Locations vary throughout the Five Flags Center, when you report at your time, you will be directed to your spot and given details.

## Program Sales

- Sell program & bracket sheet at one of two locations
- Programs sell for \$5.00
- Bracket sheets sell for \$2.00
- Cash only

## Merchandise Sales

- You will sell official NCAA merchandise at Gate B of the Five Flags Center
- Prices are set by the NCAA.
- We will accept Credit Card, Cash or Check.