



## 2020 Night to Shine Job Descriptions

### ALTERATION TEAM

This team takes measurements at our Dress/Suit Drives in preparation for the Night to Shine prom. The dresses/suits will then be altered for guests and returned to the church for guest pick up before the event.

### BATHROOM ATTENDANT TEAM

Man our restrooms or changing rooms and offer assistance in the restroom/changing area as needed.

### PROFESSIONAL BEAUTY TEAMS (Guests - AM // Caregivers - PM)

Beauticians/Barbers, Make-up Artists, Skin Care, Manicurists, and Massage Therapists

This team helps with hair/make up pre-prom and offers touch ups at prom to make sure guests look their best as they make their trip down the red carpet and are photographed by the paparazzi. Skin care, massage, manicures, beauticians/barbers, and make-up teams will be available in our caregiver rooms to help pamper our caregivers.

### BUDDY TEAM

Every attender will be assigned a buddy for the evening. Buddies hang out with guests, make conversation while enjoying dancing, food, and karaoke alongside guests. Buddies are to assist guests for the evening while encouraging guests to participate in the fun.

### CAREGIVER TEAM

Give caregivers will be treated to a brief respite as they head to a relaxing space that will include food, pampering, support and prayer.

### COAT CHECK TEAM

Greet our guests with a friendly face and organize guest's coats. As guests leave, ask for their names and retrieve their coats.

### CROWN/TIARA TEAM

Display and distribute crowns and tiaras for every guest because every guest is a king or queen.

### DECORATING TEAM

You'll help transform Cuyahoga Valley Church into a memorable prom venue. These finishing touches really can make the night. This team plans and executes any decorating needs for the evening including the dance space, karaoke room, respite rooms, and more.

### DOOR/ELEVATOR TEAM

This team stands at the door ready to engage each guest by greeting them and opening/holding the door. They are willing to share a welcoming smile, kind word and any aide that is needed upon entering or exiting our prom.

### DRESS/SUIT DRIVE TEAM

We're assisting guests ahead of time in finding the right outfit to wear. This team will keep guests looking sharp by organizing a suit/dress drive by collecting formal outfits for guests to wear. They'll also distribute any suit/dress donations prior to the event.

#### **FUNDRAISING**

This team coordinates along with our Children's Director, Denise Petek, any fundraising needs in preparation for Night to Shine.

#### **KARAOKE TEAM**

Help guests choose songs to sing, help run the karaoke machine, and be a part of cheering each singer. Some guests may prefer to sing with a member of the Karaoke Team and we encourage you to do so!

#### **LIMO TEAM**

Coordinates the donation of limos and offers short limo rides around the parking lot during the event. You'll assist guests getting in and out of their vehicles as well as engage any guests that may be waiting for their limo ride.

#### **MEDICAL TEAM**

Assist by providing basic first aid and care for any medical needs or emergencies. You'll also be available to direct guests to EMT's or report disturbances.

#### **PAPARAZZI**

Give our guests the red-carpet treatment as they're met with a mob of photographers as they enter Night to Shine.

#### **PARKING LOT TEAM**

This critical team directs guests from the moment they pull into our parking lot; they will also assist guests getting in and out of their cars, as well as valet for caregivers.

#### **PRAYER TEAM**

This team gathers together to pray for our guests, caregivers, families and volunteers before and during the night of the event.

#### **SHOE SHINE TEAM**

Give our guests the royal treatment with a shoe shine while engaging guests in conversation. This team will help set up and tear down the shoe shine station.

#### **TECH TEAM**

This team runs sound, lights, video and mics in all of our Night to Shine venues.

#### **VALET TEAM**

We'll offer valet parking for caregivers. This team will organize keys and cars for return at the end of Night to Shine.