Thank you for signing up to be a Spring Home Show Ambassadors. RRHBA appreciates your help with welcoming and assisting guests to the Spring Home Show. Below are guidelines, available shifts and shift sign for the Spring Home Show.

1. Dress is business casual. Please wear a black shirt (AAC shirt if applicable).
2. Please check in at the Operations Center (Press Box) upon arrival to pick up your name badge and information clipboard. Plan to arrive 15 minutes before your shift starts.
3. Being familiar with the features, times, and the layout of the show will help the flow of the show. I will provide detailed “cheat sheets” for your shift at the show.
4. A week before the Spring Home Show you will receive and email with your Assignment. Assignment explanation are as follows.
	1. **Front Lobby**
		1. Welcome guests into the show
		2. Direct guests to the box office
		3. Assist in locating features
	2. **Float Throughout Show**
		1. Assist attendees who are browsing the show
		2. Assist in locating features
		3. Monitor for comments (positive and negative) from exhibitors and attendees
		4. Fill in for exhibitors if they need to take a short break from their booth
5. Available Shifts:
	1. Friday, March 24 from 2:30pm to 4:30pm
	2. Friday, March 24 from 4:30pm to 6:30pm
	3. Saturday, March 25 from 10:30am to 12:30pm
	4. Saturday, March 25 from 12:30pm to 2:30pm
	5. Saturday, March 25 from 2:30pm to 4:30pm
	6. Saturday, March 25 from 4:30pm to 6:30pm
	7. Sunday, March 26 from 12:30pm to 2:30pm
	8. Sunday, March 26 from 2:30pm to 4:30pm
6. Should something happen and you are no longer able to fill your scheduled shift, please let us know ASAP in order to make adjustments.

**Friday, March 24 Available Shifts**

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| --- |
| Friday, March 24, 2017 2:30pm to 4:30pm Shift |
|  | **Name** | **Phone** | **Email** |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
|  |  |  |  |
| Friday, March 24, 2017 4:30pm to 6:30pm Shift |
|  | **Name** | **Phone** | **Email** |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
| Saturday March 25, 2017 10:30am to 12:30pm Shift |
|  | **Name** | **Phone** | **Email** |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
|  |  |  |  |
| Saturday March 25, 2017 12:30pm to 2:30pm Shift |
|  | **Name** | **Phone** | **Email** |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
|  |  |  |  |
| Saturday March 25, 2017 2:30pm to 4:30pm Shift |
|  | **Name** | **Phone** | **Email** |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
|  |  |  |  |
| Saturday March 25, 2017 4:30pm to 6:30pm Shift |
|  | **Name** | **Phone** | **Email** |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |

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| --- |
| Sunday March 26, 2017 12:30pm to 2:30pm Shift |
|  | **Name** | **Phone** | **Email** |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
|  |  |  |  |
| Sunday March 25, 2017 2:30pm to 4:30pm Shift |
|  | **Name** | **Phone** | **Email** |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |