



GottaCon Conventions Volunteer Information Packet 2010

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GottaCon 2010

Volunteer Information Packet

Thank you for considering being a volunteer for GottaCon 2010! This information package is designed to give you an idea on what to expect should you become a GottaCon 2010 volunteer.

Our last convention in 2009 was a success thanks to the efforts of our volunteers. They helped to make the event happen and we can't thank them enough for all their hard work and dedication!

To continue this momentum, please take a few minutes to read the following guidelines so you are familiar with the expectations of a volunteer thus ensuring your experience will be a positive one. If you see an activity you want to help out with please contact us and let us know. Please keep in mind that not all duties may be available or may already be assigned to others so when you contact us let us know your preferences but also let us know your secondary interests. We prefer our volunteers to be at least 16 years of age.

Thanks again for considering us!

Sincerely,

Carson Upon
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Mission Statement

To provide a premiere event that marks GottaCon as an annual destination for gamers through a variety of high quality events for gamers of all types.

General Information

GottaCon 2010 is a Canadian gaming convention to be held in Victoria British Columbia on February 5, 6 and 7, 2010 with over 20,000 square feet of gaming space. The convention doors open at 5:00pm Friday and do not close until 7:00pm Sunday.

GottaCon is a broad spectrum gaming convention to be held annually that embraces the science fiction and fantasy genres, covers many related hobbies and offers a one stop experience for the fans and enthusiasts of those genres. The vision of GottaCon is to host something for everyone including tournaments in collectible/non-collectible miniatures, collectible trading cards, role-playing games, board games, and electronic games as well as special guests, demonstrations, contests, information sessions, workshops, a variety of vendors and sponsors. Our goal is to deliver a high quality and exciting environment that will establish GottaCon as an annual destination that participants will return to for years to come. February 5th, 6th and 7th of 2010 will be our second show and will continue to take place annually on the first weekend in February for the years to come.

GottaCon 2009 saw over 600 people – an amazing turnout considering it was its inception year. GottaCon intends to deliver another successful year and is projecting attendance levels to be between 750 and 1000.

By volunteering for GottaCon, you are expected to be able to perform your tasks with minimal guidance. These tasks are outlined in the Tasks section.

There is no charge whatsoever to enter the convention as a volunteer for the time you are volunteering. Should you wish to enjoy the convention after your volunteer hours, GottaCon will pay 1/3 of a full weekend pass for every 4 volunteer hours worked.

Water is usually provided at certain times of the day to volunteers. Meal tickets may be provided as well. We want every volunteer to have time to rest, relax, and refresh themselves. Where possible, we will try to provide 15 minute breaks to volunteers on duty for more than 4 consecutive hours through their shifts.

As a volunteer, you have one of the most important positions – volunteers are the lifeblood of our events and are the core reason our events are so successful! *Your position is key.*

Tasks

The following information describes the various duties volunteers can fulfill. Volunteers may volunteer for multiple duties, time permitting. Please let Carson Upton know at cupton@gottacon.com if you wish to volunteer for a particular task and/or if you wish to avoid a particular task.

Concession

This volunteer is in charge of food for the attendees of the convention.

Duties include:

- A) Handling money.
- B) Handling packaged and/or prepared food. (You will not have to prepare food)
- C) Making coffee, tea.
- D) Displaying food for sale.
- E) Clean area & utensils regularly.
- F) Contacting GottaCon staff when supplies are low.

*Awareness and/or certification in Food Safety preferred.

Information Desk, Coat Check, Lost & Found

This volunteer is in charge of monitoring the belongings of others, issuing tickets for baggage claim and coat check, and knowing general information about the area (such as places to stay, places to eat).

Duties include:

- A) Security (watching over the belongings of others).
- B) Handling money.
- C) Issuing baggage tickets and checking their validity when returned.
- D) Basic knowledge of surrounding area (places to eat, stay, and services to call for transportation).
- E) Familiarity with convention layout and event types.
- F) Receiving and returning lost/found items to those looking for them

Event Registration Desk

This volunteer is in charge of helping attendees register for various events and showing a schedule of events.

Duties include:

- A) Knowledge of the schedule of events.
- B) Assistance in registration for events.
- C) Documenting additions to events/cancelation of events
- D) Directing players to their event area(s).
- E) Encouraging attendees to complete surveys.

Gamer Auction

This volunteer is in charge of monitoring the auction area and facilitating traffic flow through the area.

Duties include:

- A) Handling money.
- B) Monitoring items for auction.
- C) Answering questions regarding the auction procedures.
- D) Assistance in locating items.
- E) Handling submitted items for sale.
- F) Security of the auction area.
- G) Distribution of items once auction is complete and the item is paid for.

Registration Desk (front desk)

This volunteer is in charge of registering people into the convention. You'll be taking information and giving out badges (passes) so people can become attendees.

Duties include:

- A) Handling money.
- B) Recording attendee names and badge types on paper as they are purchased
- C) Updating the electronic database of those who have been admitted
- D) Issuing badges.
- E) Selling tickets to events
- F) Answering questions regarding the convention and directing convention related traffic.
- G) Communicating questions or concerns regarding other areas to GottaCon staff.
- H) Monitoring the front entrance (security)

Roamer

A roamer checks people's badges (without being obvious about it) while cleaning, pushing in chairs, picking up garbage, and attending to questions of attendees. A roamer is typically mobile, moving from one area to another, as they keep things orderly and in good repair.

Duties include:

- A) Cleaning duties. (Cleaning tables, chairs, floors – NOT washrooms)
- B) Badge checks.
- C) Volunteer security (assist as per the instructions of security where necessary)
- D) Tidy duties. (Pushing in chairs, making sure that unclaimed items are given to the lost & found, repositioning tables/chairs as necessary)
- E) Messenger. (When the PA is not appropriate)
- F) Temporary relief for other volunteers (for purposes of food procurement, washroom breaks, etc.).

Set up/Take Down

Those helping with set up will be moving chairs, tables, preparing the concession area, and so on. Those helping with take down will do the reverse.

Duties include:

- A) Positioning chairs, tables, and the like, or placing them back in storage.
- B) Preparing the concession area with stock, or packing away the leftovers.
- C) Assisting core staff with other tasks.
- D) Unloading/loading convention tables/chairs off/on trucks.
- E) Dressing tables, hanging advertising, decorating.

Tournament Reporting Centre

This volunteer will assist in the organization and execution of the various gaming tournaments in the convention, excluding videogames.

Duties include:

- A) Handling money.
- B) Basic knowledge of various collectible card and miniature games.
- C) Basic knowledge of tournament reporting software. (More information on software to be explained at the convention)
- D) Posting (and taking down) tournament pairings and results.
- E) Product and prize distribution.
- F) Tournament announcements.

Video Game Area Representative

This volunteer coordinates the organization and execution of various electronic gaming tournaments.

Duties include:

- A) Answering questions regarding the videogame area.
- B) Basic knowledge of various games.
- C) Basic knowledge of tournament reporting procedures.
- D) Posting (and taking down) tournament pairings and results.
- E) Prize distribution.
- F) Tournament announcements.
- G) Monitoring area for security purposes.



CONTACT INFORMATION

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