

# WANTED!

## VOLUNTEERS FOR ANCHOR BALL



### MARKETING COORDINATOR CHAIR

Will lead a team in marketing the event via email, web, social media, SerraVision, on-campus events/signage and video. Will work with other staff, committee leads and vendors to accomplish goals (e.g., videographer, graphic designer, etc.)

- Assist with planning and coordinating video shoots
- Work with graphic designer on event signage and evening program
- Coordinate printing of signage and marketing materials
- Schedule SerraVision spots and provide relevant content
- Provide content for St. Serra Sunday Newsletter and all event-specific emails (pre- and post-event)

Projected hours: 50



### EVENT CONCIERGE CHAIR

Can be a person, duo, or team. Will attend bi-weekly committee meetings (December through March) to gain a high-level understanding of the event agenda and flow. In addition, will:

- Serve as lead contact for vendors on the day and evening of event
- Assist with guest registration and check-out
- Partner with various committees and crews to facilitate event
- Oversee event strike, ensuring all items are properly packed up and stored
- Work collaboratively with the Volunteer Coordinator to manage day-of-event team and assist with all duties to help support the VIP experience.

Projected hours: 40



### EVENT PHOTOGRAPHERS

3-4 volunteers who have their own advanced photography equipment to be used the day of event. Must have:

- Your own advanced photography equipment
- A creative eye and artistic skills.

Will follow a predetermined shot list, but will also need to identify meaningful candid shots. All pictures must be edited and saved as high resolution photos, and be submitted to St. Serra one week following the event. Projected hours: 10-12

## REWARDS:

*Connection with the St. Serra community, new friendships, personal fulfillment, satisfaction of helping the students of St. Serra, and of serving God and others with your time and talents!*