



RAH | Speaker Model Attendant

ROLE: Speaker Model Attendants | 3 volunteers

HOURS:

4/18/17 | Tuesday | 7am - 5pm

4/19/17 | Wednesday | 7am - 5pm

OVERVIEW:

Prior to the event, we have scheduled models to Speaker's classes based off of the needs of the Speaker. It is up to the model to ensure they are in the correct wardrobe, hair & makeup, and at the location on time, etc. Although models have their schedules, we are expecting them to have questions about times, locations, wardrobe, etc. The event is depending on you to be able to answer their questions and help our models get from point A to point B. You will be given the entire Speaker model roster which will contain the Speaker, Model(s) assigned to the class, model contact info, class time, model requirements and wardrobe as well as the site map to help guide them.

RESPONSIBILITIES:

- Review your Speaker Model Roster (you will receive an updated version at the event).
- Get familiar with the Site Map.
- You will be responsible for answering Speaker Model questions and guiding them to their classes.

PROCESS:

1. Review your Speaker Model Roster
2. Familiarize yourself with the sitemap, make sure you have an understanding of meetup locations and classrooms, etc.
3. Models will be responsible for their schedules - however they may need our help - with wardrobe, hair and makeup, etc. you will need to show them where to go and answer any questions they may have.
4. Be prepared before class breakouts to answer model questions.
5. In case a Speaker's model does not show up to their class:
 - a. call the model assigned to the class
 - b. if you can't reach the model - find a replacement model asap (check speaker requirements).



RAH | Speaker Model Attendant

STATION-SPECIFIC NOTES:

- ***What if we can't find the speaker model?*** If a Speaker model is not present, please refer to the "Speaker Model Roster" which will contain the models contact information. You are responsible for locating a replacement. Please see Krystal for class requirements to ensure you are picking comparable replacement.
- ***What if my model's gown is not on the Speaker Model rack?*** If the gown for your Speaker model is not on the rack, please see Krystal for class requirements to and work with Gown attendant to find a comparable replacement.
- ***What if I don't know the answer to a question?*** Connect with Krystal.