



## 20<sup>TH</sup> ANNUAL WSPES VOLUNTEER REGISTRATION FORM - 2

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

If you are available to volunteer prior to the start of the summit, please specify:

\_\_\_\_\_  
\_\_\_\_\_

Have you previously volunteered for the Wall Street Project Conference? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please tell us which area(s) you worked and what year(s) (attach separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Please tell us why you wish to volunteer (attach separate sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_

### VOLUNTEER POSITIONS (Please check (✓) which volunteer position(s) you are interested in.)

	<b>CONFERENCE REGISTRATION</b>
	Assist in processing onsite registrations. Hand out conference bags and materials. Must have professional customer service skills, strong problem solving capabilities, and exhibit a friendly and outgoing personality. Computer skills and experience using Microsoft Word and Excel required. Fast-paced work environment.
	<b>VIP HOSTS &amp; HOSTESSES</b>
	Provide assistance to VIPs e.g. high-ranking political officials, company presidents and CEOs, celebrities, speakers, special guests, etc. Must be very professional and adhere to VIP's privacy. Should be polite and familiar with needs of high-profile individuals. May require escorting VIPs to/from the airport.
	<b>CONFERENCE REGISTRATION BAG ASSEMBLY</b>
	Stuff conference bags with promotional items and conference materials. Willingness to accept instruction. Moderate work pace.
	<b>ONSITE CONFERENCE OFFICE</b>
	Provide administrative assistance to Charly Productions. Must have excellent office and organizational skills. Willing to accept instruction. Exceptional computer skills (proficient in Microsoft Word and Excel) and experience in using fax and copying machines. Answer phones. Must have pleasant phone manner. Extremely fast-paced work environment.
	<b>WORKSHOP MANAGERS/WORKSHOP ASSISTANTS</b>
	Set up workshop room with correct table tents, appropriate signage posted at room entrance, collect speaker waiver forms, etc. Monitor workshop to make sure all goes well and that it ends on time. Ensure that attendees who wish to gain admission to session are wearing name badges. Must have professional customer service skills. Ability and willingness to enforce badge entry rules is required.
	<b>PRESS OFFICE/REGISTRATION</b>
	Provide assistance to Arielle Wren staff. Assist in registering and issuing badges to official media representatives. Hand out press kits, press releases, statements, etc. Must be professional and adhere to public relations protocol. (Also see "Conference Registration")
	<b>CONFERENCE MOVEMENT SPECIALISTS/USHERS</b>
	Provide directions to attendees looking for workshops, meal functions, etc. Must enjoy working with the public, exhibit a professional attitude, be courteous, and be able to forcefully, yet politely, move large crowds of people. Must be able to stand for long periods of time and to walk around the hotel corridors.

**PLEASE NOTE:** Assignments will be based on your experience, skills and availability. However, we will make every effort to assign you to your area of interest.

**NOTES (For Internal Use only):**

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## **20<sup>TH</sup> ANNUAL WSPES VOLUNTEER REGISTRATION FORM – 3**

Once you have completed this form, email it, along with your resume, to [wspvolunteers@charlyproductions.com](mailto:wspvolunteers@charlyproductions.com) and [rainbowpushwallstretproject@gmail.com](mailto:rainbowpushwallstretproject@gmail.com).

Or, mail it to:

Rainbow PUSH Wall Street Project  
1441 Broadway, Suite 5051  
New York, NY 10018

For questions or additional information, contact 646-569-5889 or 201-379-3152 x 704; [wspvolunteers@charlyproductions.com](mailto:wspvolunteers@charlyproductions.com) and [rainbowpushwallstretproject@gmail.com](mailto:rainbowpushwallstretproject@gmail.com).

Also, for updates on the Summit, visit [www.rainbowpushwallstreetproject.org](http://www.rainbowpushwallstreetproject.org)

Thank you for your interest in volunteering.

Wall Street Project Economic Summit Event Management Team