



Volunteer Guide

Departments

1. Admissions (Check In/ Badge Check)
2. Artist Alley/ Vendor Hall
3. Paneling
4. Masquerade
5. Voice Actor Handler
6. Gaming

Responsibilities and Duties:

1. Admissions (Check In/Badge Check)

- a. Be prepared to use handheld scanners or fixed, "tap-in/tap-out" apps/devices to validate admission
- b. Distribute badges/wristbands to guests after proper check-in and validating admission
- c. Direct to badge signing table, and prop check if necessary
- d. Track entry/exit to prevent badge sharing
- e. Complete transactions for guests who wish to buy admission
- f. Ensure lines are organized and prevent overcrowding
- g. Answering attendee questions, providing directions, and ensuring a positive first interaction with the event
- h. Reviewing attendees purchases including merchandise and distributing their purchased goods

2. Artist Alley/ Vendor Hall

- a. Checking attendee badges upon entry
- b. Ensuring attendees are wearing their badges at all times, preventing unauthorized access, and enforcing security protocols
- c. Assisting with check-in, verifying artist IDs, and helping them find their assigned tables
- d. Ensuring aisles remain clear and managing traffic flow to maintain a safe environment
- e. Supervising crowds and crowd management, limiting admission when necessary to avoid over crowding

3. Paneling

- a. Assisting with technical, audio/visual, or seating needs for artist-related panels
- b. Checking attendee badges upon entry
- c. Ensure the room doesn't breach capacity
- d. Assisting panelists with timing and signaling them when their session is ending
- e. Managing queues for popular panels, ensuring lines are orderly and do not block walkways

4. Masquerade

- a. Guiding participants through the backstage area
- b. Lining up participants in designated areas and maintaining timing and flow of each participant's stage time
- c. Supervising lines and line management of attendees
- d. Ensuring the safe movement of performers on and off stage
- e. Communicating with the Masquerade Director regarding any issues
- f. Checking attendee badges and ensure the room doesn't breach capacity
- g. Checking audio tech for event

5. Gaming

- a. Checking attendee badges upon entry
- b. Assisting Origin of Play with any set up or take down they may need
- c. Ensuring equipment is handled carefully and not removed from the room by attendees

6. Voice Actor Handler

- a. Accompanying guests to and from panels, signings, and meals, ensuring they arrive safely and on time
- b. Keeping the guest on track with their itinerary, including panel times, autograph sessions
- c. Organizing fan lines, enforcing signing rules (e.g., no photos, time limits), and helping with merchandise at the table
- d. Completing any payments or transactions, using payment terminals such as Square