

RMAF Volunteer Positions

Tuesday, October 5, 2021

RMAF Transfer Office from 363 Cook St., Denver, CO to Gaylord (4 volunteers) – Tuesday 2pm to 6pm

Pack up 363 Cook St. and unload in RMAF Office at the Gaylord.

Wednesday, October 6, 2021

Registration Desk (4 volunteers) – Wednesday – 2: 9am to 1pm, 2: 1pm to 5pm

Exhibitor, Guest, and Press badges, room keys, door bumpers and door stops pickup. General information and changes to badges, furniture and room signs.

Convention Center Breakout Rooms Set-up (Homestead, Red Rock and Willow Lake rooms) (2 volunteers) – Wednesday 10am to 2pm

Affix room signs to each room and deliver a trash can with the RMAF logo. Check with the exhibitors to see if there are any changes or if they need anything else.

Directional Signs and Flags Set-up (2 volunteers) – Wednesday 10am to 2pm

Set up and strategically locate the 4' x 8' foam-core signs with **THREE** feet attached to the bottom, the retractable banners and the 24" x 18" easel signs. Follow the printed instructions for placement and last-minute changes. Position six flags on stakes (provided) in the garden outside the Convention Center.

HeadSpace (Colorado Ballroom A) and Marketplace (Colorado Ballrooms B&C) Set-up (2 volunteers) – Wednesday 10am to 2pm

Set up furniture (black and white couches and love seats, black futons, black tables) for lounge area. Deliver a trash can with the RMAF logo and easel-back signs to each booth. Check with the exhibitors to see if there are any changes or if they need anything else.

Tower Room Signs Set-up (2 volunteers) – Wednesday 10am to 2pm

Affix room signs to each exhibit room. Check with the exhibitors to see if there are any changes or if they need anything else.

Seminar Assistant (1 volunteers) – Wednesday 10am to 2pm

Set-up seminar room with video photographers.

Balloon Arch Setup Location TBD. (2 volunteers) – Wednesday 1pm to 3pm

Blow up balloons using the pump and set-up up the arch on Convention Center Level 3.

Thursday, October 7, 2021

Entry Level???? (4 volunteers) – Thursday 2: 9am to 1pm, 2: 1pm to 5pm

Help set-up the room and make sure all products are working.

Golf Cart Driver (4 volunteers) – Thursday 2: 9am to 1pm, 2: 1pm to 5pm

The two 6-person carts will arrive on Thursday morning between 8am and 10 am and be will be picked up Monday morning. The two carts will circle the parking lots and drive people to and from the RMAF registration desk. The walkie talkies will be used to communicate with each other. We will park the carts in the **TBD** and plug in the batteries each evening.

Information: Elevator Tower Lobby (2 volunteers) – Thursday 1: 9am to 1pm, 1: 1pm to 5pm

Stand by the elevator and direct traffic.

Mobility Scooter Check-In/Check-Out (2 volunteers) – Thursday 1: 9am to 1pm, 1: 1pm to 5pm

The 8 mobility scooters will arrive Friday morning??? around 9:30am and will be picked up Sunday evening at 5pm. Individuals who wish to sign out a scooter for the day will have to sign a liability form and give us a credit card which will be returned when they return the scooter. Scooters may be used inside only – NO OUTSIDE OPERATION!

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Registration Desk (4 volunteers) – Thursday 2: 9am to 1pm, 2: 1pm to 5pm

Exhibitor, Guest, Press and Industry badges, room keys, door bumpers and door stops pickup. General information and changes to badges, furniture and room signs.

Security: Convention Center Level 3 (4 volunteers) – Thursday 2: 9am to 1pm, 2: 1pm to 5pm

Circulate around ballroom and exhibit rooms, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors (4 volunteers) – Thursday 2: 9am to 1pm, 2: 1pm to 5pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Seminar Assistant (2 volunteers) – Thursday 1: 9am to 1pm, 1: 1pm to 5pm

Ensure the seminar set-up is working, table tents are present, the microphone batteries are charged and the video photographers have water and snacks.

Young Audiophile (2 volunteers) – Thursday 2: 9am to 1pm

Help set-up the room and make sure all products are working.

T-Shirt Sales, RMAF Registration Desk (1 volunteer) – Thursday noon to 2pm

Check printed sheet, label brown bags and put shirts into the bags.

Cocktail Party Set-up and Tear-down (2 volunteers) – Thursday 5:30pm to 8:30pm

Set-up banner at the top of the escalators on Convention Center Level 3. Give exhibitors, press, and volunteer badges to incoming guests. Hand out 2 drink tickets per person. Return all items to RMAF office when party is over.

Friday, October 8, 2021

Entry Level???? (4 volunteers) – Friday 2: 9am to 1pm, 2: 1pm to 5pm

Check the room and make sure all products are working.

Golf Cart Driver (6 volunteers) – Friday 2: 9am to 1pm, 2: 1pm to 5pm, 2: 5pm to 7pm

The two 6-person carts will arrive on Thursday morning between 8am and 10 am and be will be picked up Monday morning. The two carts will circle the parking lots and drive people to and from the RMAF registration desk. The walkie talkies will be used to communicate with each other. We will park the carts in the **TBD** and plug in the batteries each evening.

Registration Desk Coordinator (1 volunteer) – Friday 9:00am to 1:00pm

Prepare money for each cash box. Put extra money into blue suitcase. Ensure there are enough registration forms and blank badges for the day.

Seminar Assistant (2 volunteers) – Friday 1: 9am to 1pm, 1: 1pm to 5pm

Ensure the seminar set-up is working, table tents are present, the microphone batteries are charged and the video photographers have water and snacks.

Young Audiophile (1 volunteer) – Friday 9am to 11am

Check the room and make sure all products are working.

Information: Elevator Tower Lobby (2 volunteers) – Friday 1: 9:30am to 1:30pm, 1: 1:30pm to 5:30pm

Stand by the elevator and direct traffic.

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Registration Desk (10 volunteers) – Friday 8: 9:30am to 1:30pm, 2: 1:30pm to 5:30pm guests

Online and Walk-in Registrations: Attendee, Exhibitor, Guest, Press, and Volunteer. Attendees will have printed their own badges on white paper. Check them in and hand them a lanyard and badge holder. All other badges are printed and filed in alphabetical order by last name in the badge boxes.

Mobility Scooter Check-In/Check-Out (2 volunteers) – Friday 1: 9:45am to 1:45pm, 1: 2pm to 6pm

The 8 mobility scooters will arrive Friday morning??? around 9:30am and will be picked up Sunday evening at 5pm. Individuals who wish to sign out a scooter for the day will have to sign a liability form and give us a credit card which will be returned when they return the scooter. Scooters may be used inside only – NO OUTSIDE OPERATION!

Security: Breakout Rooms Level 3 (2 volunteers) – Friday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Headspace CO Ballroom A (2 volunteers) – Friday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Marketplace CO Ballroom B&C (2 volunteers) – Friday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 3, 4 and 5 (2 volunteers) – Friday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 6, 7 and 8 (2 volunteers) – Friday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 9, 10 and 11 (2 volunteers) – Friday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

T-Shirt Sales, RMAF Registration Desk (1 volunteer) – Friday 1pm to 5pm

Check printed sheet for pre-ordered shirts and hand them the bag with the shirt. T-shirts are \$20 cash. Pull the correct shirt size from the inventory and hand to the customer.

RIHPA Awards Set-up and Tear-down, Colorado Ballroom D (2 volunteers) – Friday 5:30pm to 8:30pm

Put awards into frames, set-up signage and bring RMAF badges and drink tickets to ballroom. Check people's badges at entry. Ceremony starts at 6:30pm.

Saturday, October 9, 2021

Golf Cart Driver (6 volunteers) – Saturday 2: 9am to 1pm, 2: 1pm to 5pm, 2: 5pm to 7pm

The two 6-person carts will arrive on Thursday morning between 8am and 10 am and be will be picked up Monday morning. The two carts will circle the parking lots and drive people to and from the RMAF registration

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desk. The walkie talkies will be used to communicate with each other. We will park the carts in the **TBD** and plug in the batteries each evening.

Registration Desk Coordinator (1 volunteer) – Saturday 9:00am to 1:00pm

Prepare money for each cash box. Put extra money into blue suitcase. Ensure there are enough registration forms and blank badges for the day.

Seminar Assistant (2 volunteers) – Saturday 1: 9am to 1pm, 1: 1pm to 5pm

Ensure the seminar set-up is working, table tents are present, the microphone batteries are charged and the video photographers have water and snacks.

Young Audiophile (1 volunteer) – Saturday 9am to 11am

Check the room and make sure all products are working.

Information: Elevator Tower Lobby (2 volunteers) – Saturday 1: 9:30am to 1:30pm, 1: 1:30pm to 5:30pm

Stand by the elevator and direct traffic.

Partner Outing (1 volunteers) – Saturday 9:30am to 5:00pm

Meet participants outside the RMAF office, decide on the agenda and meet the van driver. Have fun!

Registration Desk (10 volunteers) – Saturday 7: 9:30am to 1:30pm, 2: 1:30pm to 5:30pm guests

Online and Walk-in Registrations: Attendee, Exhibitor, Guest, Press, and Volunteer. Attendees will have printed their own badges on white paper. Check them in and hand them a lanyard and badge holder. All other badges are printed and filed in alphabetical order by last name in the badge boxes.

T-Shirt Sales, RMAF Registration Desk (1 volunteer) – Saturday 9:30am to 1:30pm,

Check printed sheet for pre-ordered shirts and hand them the bag with the shirt. T-shirts are \$20 cash. Pull the correct shirt size from the inventory and hand to the customer.

Mobility Scooter Check-In/Check-Out (1 volunteer) – Saturday 9:45am to 1:45pm

The 8 mobility scooters will arrive Friday morning??? around 9:30am and will be picked up Sunday evening at 5pm. Individuals who wish to sign out a scooter for the day will have to sign a liability form and give us a credit card which will be returned when they return the scooter. Scooters may be used inside only – NO OUTSIDE OPERATION!

Registration/T-Shirt/Mobility (1 volunteer) – Saturday 1:30pm to 5:30pm

Combine all the functions into one position.

Entry Level (4 volunteers) – Saturday 2: 10am to 2pm, 2: 2pm to 6pm

Check the room and make sure all products are working.

Security: Breakout Rooms Level 3 (2 volunteers) – Saturday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Headspace CO Ballroom A (2 volunteers) – Saturday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Marketplace CO Ballroom B&C (2 volunteers) – Saturday 1: 10am to 2pm, 1: 2pm to 6pm

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Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 3, 4 and 5 (2 volunteers) – Saturday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 6, 7 and 8 (2 volunteers) – Saturday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 9, 10 and 11 (2 volunteers) – Saturday 1: 10am to 2pm, 1: 2pm to 6pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Sunday, October 10, 2021

Golf Cart Driver (6 volunteers) – Sunday 2: 9am to 1pm, 2: 1pm to 5pm, 2: 5pm to 7pm

The two 6-person carts will arrive on Thursday morning between 8am and 10 am and be will be picked up Monday morning. The two carts will circle the parking lots and drive people to and from the RMAF registration desk. The walkie talkies will be used to communicate with each other. We will park the carts in the **TBD** and plug in the batteries each evening.

Registration Desk Coordinator (1 volunteer) – Sunday 9:00am to 1:00pm

Prepare money for each cash box. Put extra money into blue suitcase. Ensure there are enough registration forms and blank badges for the day.

Seminar Assistant (2 volunteers) – Sunday 1: 9am to 1pm, 1: 1pm to 5pm

Ensure the seminar set-up is working, table tents are present, the microphone batteries are charged and the video photographers have water and snacks.

Young Audiophile (3 volunteers) – Sunday 1: 9am to 11am, 2: 3pm to 6pm

Check the room and make sure all products are working. The afternoon shift will help pack up the room.

Information: Elevator Tower Lobby (2 volunteers) – Sunday 1: 9:30am to 1:30pm, 1: 1:30pm to 4:30pm

Stand by the elevator and direct traffic.

Registration Desk (10 volunteers) – Sunday 7: 9:30am to 1:30pm, 2: 1:30pm to 5:30pm guests

Online and Walk-in Registrations: Attendee, Exhibitor, Guest, Press, and Volunteer. Attendees will have printed their own badges on white paper. Check them in and hand them a lanyard and badge holder. All other badges are printed and filed in alphabetical order by last name in the badge boxes.

Mobility Scooter Check-In/Check-Out (1 volunteer) – Sunday 9:45am to 1:45pm

The 8 mobility scooters will arrive Friday morning??? around 9:30am and will be picked up Sunday evening at 5pm. Individuals who wish to sign out a scooter for the day will have to sign a liability form and give us a credit card which will be returned when they return the scooter. Scooters may be used inside only – NO OUTSIDE OPERATION!

Registration/T-Shirt/Mobility (2 volunteers) – Sunday 1: 9:30am to 1:30pm, 1: 1:30pm to 5:30pm guests

Combine all the functions into one position.

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Entry Level (4 volunteers) – Sunday 2: 10am to 2pm, 2: 2pm to 6pm

Check the room and make sure all products are working. Pack up the room at the end of the show.

Security: Breakout Rooms Level 3 (2 volunteers) – Sunday 1: 10am to 2pm, 1: 2pm to 5pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Headspace CO Ballroom A (2 volunteers) – Sunday 1: 10am to 2pm, 1: 2pm to 5pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Marketplace CO Ballroom B&C (2 volunteers) – Sunday 1: 10am to 2pm, 1: 2pm to 5pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 3, 4 and 5 (2 volunteers) – Sunday 1: 10am to 2pm, 1: 2pm to 4pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 6, 7 and 8 (2 volunteers) – Sunday 1: 10am to 2pm, 1: 2pm to 4pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

Security: Tower Floors 9, 10 and 11 (2 volunteers) – Sunday 1: 10am to 2pm, 1: 2pm to 4pm

Circulate around the floors, stop into exhibitor rooms to check in, gather comments and help if they need anything. If you happen upon a disturbance or notice someone who does not belong, use discretion and either ask them to leave or call RMAF office.

RMAF Transfer Office from Gaylord to 363 Cook St. (4 volunteers) – Sunday 3pm to 6pm

Pack up RMAF office and transfer all products to 363 Cook Street.

Convention Center Breakout Rooms Tear-down (2 volunteers) – Sunday 4pm to 6pm

Remove all RMAF signs and banners. Pick up all the trash and help exhibitors whenever possible. Bring all signage, RMAF trash cans and easels to RMAF office.

Directional Signs & Flags Tear-down (2 volunteers) – Sunday 4pm to 7pm

Remove all RMAF signs and flags and bring to RMAF office.

HeadSpace and Marketplace Tear-down (2 volunteers) – Sunday 4pm to 7pm

Remove all RMAF signs and banners. Pick up all the trash and help exhibitors whenever possible. Bring all signage, RMAF trash cans and easels to RMAF office. Tear down lounge furniture in ballrooms and bring to RMAF office.

Tower Room Signs Tear-down (2 volunteers) – Sunday 4pm to 7pm

Remove all room signs from exhibit rooms and return to RMAF office.

Tower Tear-down (2 volunteers) – Sunday 4pm to 7pm

Remove all Exhibitor room signs and RMAF signs and banners on each floor. Return them to the office. Pick up all the trash and help exhibitors whenever possible.

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Bring all signage, RMAF trash cans and easels to RMAF office. Tear down lounge furniture in ballrooms and bring to RMAF office.