



***Thank you for considering volunteering at Night to Shine! Here is everything you need to know to feel confident about joining the team.***

**Requirements:**

- Must be 16 years of age or older (18+ years for security role).
- Complete & pass a background check (unless you are helping with a pre-event role).
- Attend our Mandatory Volunteer Training on Tuesday, January 28, 2025 from 6:30pm - 8:30pm at Salem Alliance Church (555 Gaines St. Salem, OR 97301). This is when you will meet your team leader, your teammates, learn specific instructions for your volunteer role and be fully prepared & equipped to love and care for our guests well.

**Volunteer Roles:**

We have 20+ volunteer opportunities starting the day before the event.

Click the link on the main page to see a detailed description of all the roles so you can serve in a spot that piques your interest, or matches your gifts and talents.

**Event Schedule:**

**Thursday, February 6, 2025 - Set Up and Pre-Check-in (Pre-Event Roles Only)**

**11:30am** - 6pm Decor Set-up (Main Church Lobby)

**4:30pm** Pre-Check In Volunteers Arrive (Grant Room, Broadway Commons)

**5:00pm- 7:00pm** Pre-Check in for Guests (Grant Room, Broadway Commons)

**Friday, February 7, 2025 - Event (Event Roles Only)**

**4:00pm - 4:45pm** All Volunteers check-in at Salem Alliance Church's main building

(555 Gaines St NE). \*We will provide snacks for all volunteers. Buddies will be able to eat dinner with their Night to Shine guest.

**5:00pm** Volunteers in designated team location for team huddles & final instructions.

**5:30pm** Guest check-in opens in Faith Annex and Fast Pass Check-in begins outside the main church entrance. Limos, coat check, beauty, shoe shine, flowers, crowning & red carpet begin running.

**6:00pm** All spaces open and running (dance floor, karaoke, photo booth, etc.).

**8:30pm** Clean Up Team Arrives

**8:45pm** Last Song of the night.

**9:00pm** End of prom - Clean up begins.

### **Attire:**

The prom is a formal event so it is an opportunity for you to wear your best clothes, but we also want you to be comfortable. Formalwear is not required. Different roles will necessitate different attire. If your role is an outside role, pay attention to weather and dress accordingly.

### **Location of event:**

555 Gaines Street NE, Salem OR 97301

***Did you know it takes over 500 volunteers to make this event happen. We encourage you to invite friends, family, or co-workers to join you in serving at Night to Shine!***

We know you may have questions, so please feel free to email us at [nighttoshine@salemalliance.org](mailto:nighttoshine@salemalliance.org) and we will get back to you as soon as possible.

We look forward to serving alongside you!

***Night To Shine Directors Shannon, Aimee & Ashley***

