

JOIN US FOR THE

ORLANDO CONVENTION

of the National Council of Teachers of English
November 18-23, 2010

Disney Coronado Resort
Orlando, Florida

If you'd like to help, complete the information on the reverse and send it to Susan Houser, whose address appears at the top of the form.

The committees and brief job descriptions follow:

Newsroom

o During the Convention, operates a newsroom that produces daily news releases for distribution to the commercial and educational media and newsstories for use later in Council publications. Reporters, typists, and persons who could tape-record speeches are needed.

Part II Workshops

o Provides on-site support for the workshops of Part II on Monday and Tuesday by supplying for each workshop a host, who helps the workshop leader in a variety of ways (and, when not working, audits the workshop).

Personnel

o Staffs headquarters office and information desks, hosts concurrent sessions, and produces posters and signs. Hosts (who each work a number of 1 1/2-hour meetings each Friday or Saturday or Sunday) and information desk personnel (in two 4-hour shifts) are especially needed.

Part I: November 18-21

Part II: Workshops, November 22-23

Meeting Room Arrangements

o Checks room setups throughout the week.

Food and Beverages

o Arranges (with Council officers and hotel caterers) for menus, table decorations, and favors for a half-dozen meal functions.

Special Sessions

o Staffs business meetings and large-group meetings, check meeting room setups and serve as ushers when necessary.

Special Services

o Provides on-site assistance to exhibitors (checks them in, relays telephone messages, etc.) and arranges for bus transportation to special events.

Registration

o Staffs the registration desk throughout the convention week, Thursday through Sunday. Registration desk personnel generally work two 4-hour shifts, so there is time to attend some of the meetings when not on duty.

GET ON BOARD

If you'd like to help in the work of the local committee, complete the form below and send it to:

Susan Houser
2010 NCTE Local Convention Chair
116 24th Ave S
St Petersburg, FL 33705
susan_15ym@yahoo.com or houser-murphys@pcsb.org
727-637-5517

We'd like to fit you as nearly as possible into a job you'd like--hence all the blocks to check. Please tell us as much as you can about the amount of time you would be willing to volunteer, which days, and on which committees (if you have a preference; if not, complete only the Times Available portion below).

ASSIGNMENT PREFERENCES

- Newsroom (8 hours)
 - Yes, I've done reporting and newswriting
 - None of the above, but I want to help
 - Workshops, Monday and/or Tuesday (1 or 2 days)
 - I can help on the days checked below:
 - Monday, November 22
 - Tuesday, November 23
- Personnel
 - Office helper (8 hours)
 - Host/Hostess (8 hours)
 - Information Desk (8 hours)
 - Typist (however badly) (8 hours)
 - Meeting Room Arrange (8 hours)
 - Food and Beverage (8 hours)
 - Special Sessions (8 hours)
 - Special Services (8 hours)
 - Registration (8 hours)

If you'd like to discuss the possibility of serving as a chair for one of the sub-committees, please check here (), and the General Chair will be in touch with you within the next two months.

TIMES AVAILABLE

Please indicate how much time you would be willing to volunteer for any of the committees checked above.

- Up to 4 hours each day for 2 days
- 1 or more full days

Other: _____

Indicate the days you would be willing to work (circle):

November 18 19 20 21 22 23 2010
 Th F S Su M Tu

I'd like to help, but I have no particular preference for one committee's work over another's; just assign me a job for the time I've volunteered immediately above.

Comments (special interests or skills, like typing or poster making):

Name _____

Street Address _____

City _____ State _____ Zip _____

Phone: Home () _____ Office () _____ Email _____