



AVAILABLE VOLUNTEER ROLES & SHIFTS* AT EITM25

Pre-Event: Wednesday, May 28, 2025 (evening only) • Westin Ottawa Hotel, 11 Colonel By Drive

Event Day: Thursday, May 29, 2025 • Westin Ottawa Hotel, 11 Colonel By Drive

Volunteer Team	Type of Work	Main Responsibility (ies)	Skills Required
Team #1 - Logistics	Light to medium level of physical labour for event set-up and tear-down pre and post event + some customer service (chatting with guests)	<ul style="list-style-type: none"> Event set-up and tear down (load in/out, set up signage, organize office, unpack/pack boxes, and inventory supplies, working behind the scenes to prep for the event before guests arrive and tearing down and packing up to wrap-up the event at the end of the night after guests leave) Assistance with monitoring activations & interactive activities during the cocktail reception (night of the event) – interacting with guests 	Ability to do light to medium physical labour (lifting up to 40 lbs); organized, efficient, willing to pitch in, able to do a lot of standing, bending, and walking during the assigned shift; friendly & helpful demeanor.
Logistics Shifts	Evening of May 28 th Morning of May 29 th & Late Afternoon / Evening of May 29 th		
Team #2 - Guest Services	Customer Service while standing / walking & chatting with guests	<ul style="list-style-type: none"> Guiding guests to their seats & welcoming guests into the ballroom for dinner Ensuring guests with disabilities are connected with Whimble staff for support and assistance as needed or escorted to the Mindfulness Lounge Managing coat check services Answering questions from guests throughout the evening 	Friendly, helpful demeanour; outgoing personality; professional and patient; ability to read an event seating plan. This role includes a lot of standing, walking, and moving around the venue.
Guest Services Shifts	Afternoon & Evening of May 29 th		
Team #3 – Live & Silent Auctions	<p>Light physical labour (lifting and packing silent auction items)</p> <p>Customer Service while standing / walking</p>	<ul style="list-style-type: none"> Assist with setting up the silent auction displays & live auction display areas (good with décor or crafty skills required) Sort, organize items for pick-up of Silent Auction items at the end of the night and efficiently distribute auction items to the successful bidders; pack-up any unclaimed auction items. During the Live Auction, help the auctioneer identify live auction bidders in the ballroom and assist with collecting information and payment from successful bidders. 	Friendly, helpful demeanour; outgoing personality; professional, some volunteers will need to have some creative/crafty skills to make auction displays look nice and tie in with the event theme. This role includes standing and moving around the venue.
Auction Shifts	Evening of May 28 th Afternoon of May 29 th & Evening of May 29 th		

SUBMIT YOUR VOLUNTEER APPLICATION / EXPRESSION OF INTEREST ONLINE [HERE](#)

QUESTIONS ABOUT VOLUNTEERING AT EiTM? – Contact Hannah@isparkconsulting.ca

DEADLINE TO APPLY / SUBMIT AN EXPRESSION OF INTEREST – **Friday, May 16, 2025 (applications may close earlier if all spots are filled before the deadline)**

**roles and shift times are evolving and subject to change; final confirmation of roles and shifts will be provided to volunteers who are accepted as part of the volunteer team at least 48 hrs prior to the event*