



## AVAILABLE VOLUNTEER ROLES & SHIFTS\* AT EITM26

Pre-Event: Wednesday, May 13, 2026 (evening only) • Westin Ottawa Hotel, 11 Colonel By Drive

Event Day: Thursday, May 14, 2026 • Westin Ottawa Hotel, 11 Colonel By Drive

Volunteer Team	Type of Work	Main Responsibility (ies)	Skills Required
<b>Team #1 - Logistics</b>  <b>Logistics Shifts</b> <b>Evening of May 13th</b> <b>Morning of May 14th</b> <b>Evening of May 14th</b>	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"> <li>• 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)</li> <li>• Assistance with monitoring activations &amp; interactive activities during the cocktail reception (night of the event) – interacting with guests</li> </ul>	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.
<b>Team #2 - Guest Services</b>  <b>Guest Services Shifts</b> <b>Afternoon of May 14<sup>th</sup></b> <b>Evening of May 14<sup>th</sup></b>	Customer Service while moving around the venue	<ul style="list-style-type: none"> <li>• Checking in guests and welcoming guests upon arrival</li> <li>• Guiding guests to their seats &amp; welcoming guests into the ballroom for dinner</li> <li>• Ensuring guests with disabilities are connected with the Accessibility Team for support and assistance as needed</li> <li>• Managing coat check services</li> <li>• Answering questions from guests throughout the evening</li> </ul>	Friendly, helpful demeanour; outgoing personality; professional and patient; ability to read an event seating plan. This is an active role that includes a lot of moving around the venue.
<b>Team #3 - Silent Auction</b>  <b>Silent Auction Shifts</b> <b>Evening of May 13<sup>th</sup></b> <b>Afternoon of May 14<sup>th</sup></b> <b>Evening of May 14<sup>th</sup></b>	Light physical labour (lifting and packing silent auction items)  Customer Service while monitoring displays	<ul style="list-style-type: none"> <li>• Assist with sorting silent auction items &amp; setting up the silent auction displays (good with décor or crafty skills required)</li> <li>• 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.</li> </ul>	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 some moving around the venue.

<p><b>Team #4 - Raffle Ticket Sales</b></p> <p><b>Raffle Ticket Shift</b>  <b>Late Afternoon &amp; Evening of May 14<sup>th</sup></b></p>	<p>Customer Service while moving around the venue</p>	<ul style="list-style-type: none"> <li>• Set-up the raffle display table;</li> <li>• Approach guests to buy raffle tickets and collect payments using a tablet and point-of-sale technology</li> </ul>	<p>Friendly, helpful demeanour; outgoing personality; experienced in handling payments and point-of-sale technology; sales experience is an asset. This is an active role that includes a lot of moving around the venue.</p>
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SUBMIT YOUR VOLUNTEER APPLICATION / EXPRESSION OF INTEREST ONLINE [HERE](#)

QUESTIONS ABOUT VOLUNTEERING AT EITM? – Contact [Bailey@isparkconsulting.ca](mailto:Bailey@isparkconsulting.ca)

DEADLINE TO APPLY / SUBMIT AN EXPRESSION OF INTEREST – **Friday, May 1, 2026 (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*