



**2012 NAIA DIVISION I WOMEN'S
BASKETBALL NATIONAL CHAMPIONSHIP
FRANKFORT CONVENTION CENTER
MARCH 14-20, 2012**



**Volunteer at the NAIA Women's Basketball
National Championship!**

The Frankfort Convention Center would like to extend you the opportunity to volunteer for the 32nd Annual NAIA Division I Women's Basketball National Championship. This year's tournament will be held March 14 – 20 at Frankfort Convention Center in Kentucky's Capital City, Frankfort.

Attached you will find a blank copy of the volunteer schedules for the entire tournament. Please indicate which shifts you will be available to work by putting your name in the corresponding box. We are requesting each volunteer work a minimum of three shifts during the tournament. Ball Chasers, although you may be able to work many different times during the tournament, you might only work a few sessions. Attached is a brief description of positions, please note the age requirements for Ball Chasers. Please circle those jobs which you would prefer on the correct availability schedule. In addition, please feel free to write down any questions you may have regarding volunteering for the tournament. I will respond to all of your questions as soon as possible.

After you complete the enclosed work schedule(s), please email or fax 502.564.3310 or mail it back to my attention at the address below. **Please return your schedule no later than Monday, February 20, 2012.** You will receive a completed work schedule along with job responsibilities, directions, and other important items at the end of February.

For your generosity and service, Frankfort Convention Center (FCC) will provide you with the following items:

- Free admission, with volunteer credential, into any tournament game day.
- One complimentary tournament shirt to be worn during your work sessions
- One complimentary meal before or after each work session as designated by the FCC.

Please feel free to forward this information to friends, family or co-workers who may be interested in volunteering. If you know of any other volunteers or have any other questions please feel free to contact me at 502.564.5335 ext. 172 or 502.229.2015 or by email at amanda.scheier@ky.gov.

Sincerely,

Amanda M. Scheier

Amanda M. Scheier

Sports Operations Manager
Frankfort Convention Center
405 Mero Street
Frankfort, KY 40601
P: 502.564.5335 ext. 172 | C: 502.229.2105 | F: 502.564.3310
E: amanda.scheier@ky.gov

Enclosure

Frankfort
CONVENTION CENTER

Destination
Frankfort
Kentucky
UNBROKEN SPIRIT

Frankfort/Franklin County Tourist Commission



VOLUNTEERS

*Volunteers make this tournament great.
Want to have some fun? Join us!*

POSITIONS INCLUDE:

Court Monitor - Monitor photographers, cheerleaders, and ball chasers to ensure they remain in designated areas

Credential Monitor- Check credentials leading into restricted areas of the arena

Hospitality Rooms - Check credentials and meal tickets at the door, straighten up the room during and after meals, and help serve and replenish food if necessary

Locker Room Attendant/ Team Usher - Provide access for teams into locker rooms and replenish towels (Females only please)

Media Runner - Deliver statistics to teams and media at halftime and following games

Practice Site Supervisor- Keep time at practice facilities for teams. Practices will begin Monday, March 12 and end Saturday, March 17

Program Sales - Sell programs to fans before, during, and after games

Ticket Taker- Take tickets from fans for admittance into arena

Tournament Information Table - Provide information for fans

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Volunteer Availability Schedule



2012 NAIA Division I Women's Basketball National Championship March 14-20th at Frankfort Convention Center

Name of Volunteer: _____

Address: _____

City, ST Zip: _____

Evening Phone: _____ Daytime Phone: _____

Email: _____

Shirt Size: _____ Are you a parent or guardian of a Ball Chaser? _____

Please circle or mark each position(s) you would like to work.

Information Booth <input type="checkbox"/>	Ticket Taker <input type="checkbox"/>	Hospitality Room <input type="checkbox"/>	# Practice Site Supervisor <input type="checkbox"/>
Credential Monitor <input type="checkbox"/>	*Court Monitor <input type="checkbox"/>	*Media Runner <input type="checkbox"/>	*Locker Room Attendant/ Team Usher (Females Only) <input type="checkbox"/>

*These positions are based on game times (below) which may vary depending on speed of play.
March 14 8:30 AM 10:15 AM 12 PM 1:45 PM 4 PM 5:45 PM 8 PM 9:45 PM **March 15-16:** 9 AM, 10:45 AM, 12:30 PM, 2:15 PM, 4:30 PM, 6:15 PM, 8 PM, & 9:45 PM **March 17:** 2 PM, 4 PM, 6 PM, 8 PM **March 19:** 6 PM & 8 PM **March 20:** 6 PM
 # This position will be available starting Monday, March 12 – Saturday, March 17. It will be off site at other facilities. More information will be distributed if interested.

All times may vary depending on day and position(s) requested. When choosing shifts please allow for up to an hour before and after set shift times to be available.

Number of Shifts Requested? _____ (Must be able to work at least 3 shifts to be scheduled.)

Please write you name in the boxes for the shifts you are available to work.

First & Second Rounds	Wednesday, March 14	Thursday, March 15	Friday, March 16
8:30 AM- 12:30 PM			
12:15 PM- 4:15 PM			
4:00 PM- 7:30 PM			
7:00 PM- 12:00 AM (Shift ending time may vary)			

Quarterfinals- Finals	Saturday, March 17	Monday, March 19	Tuesday, March 20
1:00 PM- 5:45 PM		-----	-----
5:30 PM- 10:00 PM (Shift ending time may vary)		-----	-----
5:00 PM- 10:00 PM (Shift ending time may vary)	-----		



Please return completed form by February 20, 2012 to:
 Frankfort Convention Center
 Attn: Amanda Scheier
 405 Mero Street
 Frankfort, KY 40601



P: 502.564.5335 ext.172 | C: 502.229.2105 | F: 502.564.3310 | E: amanda.scheier@ky.gov