



# DINNER ROLE DESCRIPTIONS

Souper Starz events should be fun! Assign committee members and volunteers specific roles and your evening should go off without a hitch. Multiple roles can be held by individual members.

### **SET UP TEAM:**

This team (one or two people) should arrive at least 45 minutes before the event to make sure everything is in place. Assist your hosts with soup set up and any final preparations. Entry table with ballot box, ballots and cash box should be set up as well.

### **WELCOMING COMMITTEE:**

One or two people at the door welcoming diners, giving instructions and directing traffic.

### **MONEY TAKER:**

One or two people should sit at the entry table prepared to accept money and hand out ballots to all diners.

### **MC:**

This is an important role. This person should be a confident speaker, understand how to read the audience and facilitate the evenings events. An overview of Souper Starz mission and philosophy will be presented and the MC will support a fun, community-based environment.

### **TIMER:**

Each presenter is allowed 5 minutes to present. To make sure everyone stays within these parameters, the timer will use a timing device (cell-phone works great) and will give each presenter a one-minute warning.

### **VIDEOGRAPHER:**

Assign someone to either Facebook Live the event or video each presenter individually along with the presentation of the check to the winner. Post these videos on social media to show how much awesomeness is happening at Souper Starz.

### **FLOATER:**

It's always nice to have a few people to be assigned to mingle with the diners, encourage conversation, answer questions and be prepared to help in other positions.

### **BALLOT COLLECTOR AND COUNTER:**

Two people should be assigned to collect ballots that haven't been placed in the ballot box and find a secluded spot to count ballots.