



Welcome Team Roles

Greeting & Photo Takeaway Team - Welcome guests as they arrive and help point them in the direction of the activities they are looking for. Be available to answer any questions guests may have. Help the photographers with getting the guests their printed photos.

Pre Check-In Team - Warmly greet guests, sign them in, give them their name tag or lanyard, and answer any questions they may have to prepare them for the event the following evening.

Check In & Gift bag Team - Warmly greet guests, sign them in, give them their name tag or lanyard, and answer any questions they may have. Help connect guests with their assigned buddy for the evening. Manage gifts and help each guest collect their favors to take home at the end of the event.

Red Carpet & Clean Up Team - Celebrate guests as they arrive and walk down the red carpet by cheering, clapping and acting like paparazzi. Make guests feel special. Assist with event clean up at the end of the night.

Limo & Clean Up Team - Direct guests as they line up for the limo. Help guests get in and out of the limos. Assist with event clean up at the end of the night.

Flowers/Crown/Tiara & Clean Up Team - Assist guests with properly placing corsages and boutonnieres. Encourage guests as they pick out their crown/tiara and help place them on their heads. Assist with event clean up at the end of the night.

Parking Team - Assist volunteers and guests with parking and direct guests towards check in.

Food Team Roles

Food Service, Prep & Clean up - Assist with the unloading and set up of food and beverages in the main event space. Oversee the food table in the main event space, be knowledgeable about the items being served and assist guests with finding what they would like.

Decor Team



Design Team - Assist the decor team coordinator by overseeing and executing the decor area assigned to you.

Decor Set Up Team - Assist with decor set up prior to the event (blowing up balloons, hanging lights and other decorations). Decor set up takes place in the afternoon to evening on Thursday, February 9th and in the morning of Friday, February 10th.

Buddy Team

One on One Buddy - Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with their guest during dinner and engage with them. We recommend volunteer buddies be at least 16 years old.

One on One ASL/Sign Buddy - Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with their guest during dinner and engage with them. We recommend volunteer buddies be at least 16 years old. Must know ASL.

One on One Spanish Speaking Buddy - Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with their guest during dinner and engage with them. We recommend volunteer buddies be at least 16 years old. Must speak spanish.

Medical Team

Trained Medical Personnel - Provide first aid and care for any medical needs or emergencies. Monitor and help with bathroom assistance for guests that need it. Coordinate with local EMS if needed.

Beauty Team

Hair stylist - Welcome each guest to a salon station. Chat with them as you style their hair, pamper them, and make them feel special.

Makeup Application: Welcome each guest to a salon station. Chat with them as you apply their makeup, pamper them, and make them feel special.



Shoe Shining: Welcome each guest to a shoe shine station. Chat with them as you shine their shoes, pamper them, and make them feel special.

Beauty Room Extra Support: Welcome guests and help to ensure they feel special and pampered. Provide additional support to stylists if needed.

Events Team

Sensory / Quiet Room Team - Spend time with guests who may have become over-stimulated on the dance floor or in the other areas of the prom. Interact with them by participating in sensory activities, singing or listening to calming music or simply providing them with some quiet time.

Respite Room Team - Show love and care to the parents / caretakers of guests by serving food, spending time getting to know them and being available to pray with them.

Main Dance Floor Team - Welcome guests to the dance floor and create a fun environment by dancing with guests and encouraging guests to dance along with the music.

Coat Check Team - Greet guests, take their coats, label them and hang them. As guests leave, ask for their names and retrieve their coats. The coat check area can also serve as a lost and found at the end of the evening.

Karaoke Room Team - Welcome and assist guests with the use of the Karaoke machine. Cheer and encourage guests as they participate in the karaoke.

Clean Up Team: Arrive at 9 PM the night of the event (Feb. 10). Assist with event clean up at the end of the night.

Security Team -

Walk around and monitor the main event space and outdoor areas. Making sure exits are not blocked and all areas remain wheelchair accessible. Ensure a safe and secure environment for guests and volunteers. Coordinate with local law enforcement if needed.

The Tim Tebow foundation requires background checks for ALL volunteers serving during the Night to Shine prom, regardless of the role you are serving.