**Information Booth**

**Purpose**

This Committee is to provide manning for the LSC Information Booth and for the set up

and tear down of the booth. Location of the booth in the Exhibits and Registration area will be

coordinated with the ENCC Exhibits Coordinator.

NOTE: The Information Booth is provided at NO Cost to the LSC in exchange for the Saturday and Sunday Exhibit Hall entertainment.

**Responsibilities and duties**

* Provide Booth banners, decorations and signs, including a large wall map of the local vicinity to be displayed with Locations of Elks Lodges in the area.
* Coordinate with City and area Convention Bureaus to obtain material to distribute to conventioneers for site seeing, tours, etc. See ENCD for contact info.
* Sell merchandise on behalf of the state association
* Provide a cash box to collect and protect monies, provide for change, assure safety of money at all times, and deposit to the LSC Treasurer.
* Compile and dispose of residual items as authorized prior to disassembly of booth.
* Provide the location and phone numbers of nearby hospitals, police, EMS and fire departments.

**Time commitment**

Pre- convention

TBD

During convention – minimum 3 volunteers per 3-5 hour shift

Friday, June 30 10:00am – 2:00pm (booth setup)

Saturday, July 1 7:30am – 5:00pm

Sunday, July 2 7:30am – 5:00pm

Monday, July 3 7:30am – 5:00pm

Tuesday, July 4 7:30am – 5:00pm (booth teardown at 2pm)

**GL Budget: None**