

Volunteer Helper Signup Sheet

August 10, 2018

Dear Red Warrior Reunion Attendee,

Following is a list of all the volunteer helpers we will need to help make our 2018 reunion a success. We'd like to give everyone an opportunity to volunteer to help make our reunion be as good as it can be. We want to have all helpers identified before we start the reunion to help make it run as smoothly as possible.

Please look through the following helper descriptions and decide which you would like to volunteer for. We need a lot of helpers but won't need everyone to help. Most helpers will only be required for an hour or two – see times on helper descriptions below. The times needed may change a bit as we get closer to the reunion. You'll be told the exact times at registration.

To sign up for one of the helper positions, simply reply to this email or call me (262-646-8518) and let me know which helper group(s) (in **bold** below) you are volunteering for. Or, if you just want to help sometime during the reunion, say that, and I can assign you to one of the helper groups as needed. Note – please tell me when you will be arriving in Milwaukee so I don't assign you to a task being done before you arrive. The information I need from you is summarized at the bottom.

Both veterans and guests can help on most of the positions. So if your guest(s) want to help, be sure you tell me the names of all volunteers when you contact me. Remember, be sure to include the name of the helper group(s) you are volunteering for (see names in bold below).

In late August, I will choose names from all those that volunteered and get back to you if you've been chosen. Kathy and I will add information in your check-in envelope to remind you of when and where you will be needed. Hopefully, we will have more volunteers than helpers needed so don't feel bad if you are not chosen.

Information needed if you are volunteering:

- **Your name (and/or your guest's name if that person is volunteering)**
- **Preferred helper group (or say any group if you just want to help wherever needed)
Please note if there are helper groups you cannot do (for example, the Flag Unloading group)**
- **Your expected date / time of arrival at the Embassy Suites**
- **Your expected date / time of departure from the Embassy Suites.**

I need to allow time for some administrative tasks and to organize the volunteer activities, so it is essential that you reply by no **later than August 21st**. Thanks in advance!

Sincerely,

Dennis Witt
Host Site Coordinator
Milwaukee 2018 Reunion

Flag Unloading Helpers (3 to 4):

- When needed: Monday afternoon sometime
- Duties: Help Dave Kraft carry in and set up battalion flags and other equipment
- Prerequisites: Must be available to help at the hotel by noon on Monday
Must not be attending the baseball game on Monday
Must be able to help move possibly heavier boxes

A/V Setup Helpers (2 to 3 needed):

- When Needed: Monday evening sometime
- Duties: Help Jim Daniels set up A/V equipment as needed
- Prerequisites: Must be available to help at the hotel by 5:00 PM on Monday
Must not be attending the baseball game on Monday

Registration Setup Helpers (3 to 4):

- When Needed: Tuesday - 8:30 to 11:30
- Duties: Help set up registration materials and do any other tasks that need be done before registration.
- Prerequisites: Must be available Tuesday morning

Registration Table Helpers (10):

- When needed: Tuesday – 1:00 to 4:30
- Duties: Sit at one of the seven registration stations checking in attendees, handing out information or materials, or describing various functions of the reunion such as information talks or the photography procedures.
- Prerequisites: Must be available all Tuesday afternoon

Photographers (2):

- When needed: Tuesday – 10:00 to 11:00
Tuesday - 1:00 to 4:30
Wednesday – 8:30 to 10:00 AM
Thursday (only 1 possibly needed) – 8:00 to 8:30
Throughout the reunion taking candid pictures
- Duties: Take individual pictures of all vets and guests
Take group pictures
Take candid pictures
- Prerequisites: Must bring your own good 35mm camera and tripod
(memory card provided)
Must be familiar with your camera
Must be willing to work setting up and taking group and individual pictures

Photographer helpers (2):

- When needed: Tuesday – 1:00 to 4:30
Wednesday – 8:30 to 10:00
- Duties: Help photographer by organizing the people before pictures are taken
- Prerequisites: None

Raffle Ticket Seller – (3):

- When Needed: Tuesday – 5:00 to 6:30 OR
Wednesday – 5:00 to 6:30 OR
Thursday – 5:00 to 6:30
- Duties: Sell raffle tickets
Different person each night – indicate which day(s) work for you
- Prerequisites: None

PX & Raffle Ticket Sellers – (4 to 5):

When Needed: Tuesday – 1:00 to 4:30
Tuesday – 5:00 to 6:30
Wednesday – 5:00 to 6:30
Thursday – 5:00 to 6:30

Duties: Sell PX items and raffle tickets during registration and/or social hour
Different people for each period - Indicate which time(s) work for you

Prerequisites: None

Wreath Laying Detail – (3 to 4) – Red Warriors only:

When needed: Wednesday – sometime for rehearsal at Woods National Cemetery
Thursday – 8:45 to 11:00

Duties: Wreath laying Ceremony for Red Warrior
PVT Dennis Edward Weinberg
Alpha Company
Killed in action – November 24, 1966

Prerequisites: If you knew PVT Weinberg it would be very nice if you would volunteer for this.

Be available to rehearse and then do the wreath laying ceremony at Woods Cemetery

Cemetery Car Organizer – (1 or 2)

When needed: Thursday – 8:30 to 9:45

Duties: Organize cars in hotel parking lot for Wreath Laying Ceremony
Hand out maps as needed
Lead caravan to Woods Ceremony

Prerequistis: It would be best if someone familiar with Milwaukee or the route would lead the caravan

Cemetery Turn Director – (1)

When needed: Thursday – 9:15 to 9:50

Duties: Stand on corner to direct the cars from our group into Woods Cemetery

Prerequisites: It would be best if someone familiar with Milwaukee or the route would take this position.

Cemetery Parking Helpers – (2)

When needed: Thursday – 9:15 to 10:00

Duties: Help direct parking near grave site and direct people to grave site

Prerequisites: None

Center Piece / Programs Helpers – (2 to 3):

When Needed: Thursday – 3:15 to 4:15

Duties: Carry and place all center pieces for the formal banquet tables
Place programs by each place setting

Prerequisites: None

A/V Break down – (1 to 2):

When needed: Thursday after banquet is done

Duties: Help Jim Daniels break down and pack A/V equipment in banquet hall
(less than 1 hour)

Prerequisites: Be available to help later in the evening on Thursday

Reload Vehicles Helpers – (4 to 5):

When needed: Friday – morning

Duties: Help reload all flags and reunion materials into the vehicles taking it home.

Prerequisites: Just have Friday morning available to help before you leave
Must be able to help move possibly heavier boxes