

Volunteer

KAA-MaCC Event



The **Kannapolis African-American Museum and Cultural Center (KAA-MaCC)** is excited to host our 11th Anniversary & Hall of Fame Inductions. We are looking for dedicated and enthusiastic volunteers to help make this event a success!

Why Volunteer with KAA-MaCC?

- Be a part of a historic celebration honoring the lifetime achievements of remarkable women from Cabarrus and Rowan Counties.
- Gain valuable experience in event coordination, community engagement, and networking with key local figures.
- Enjoy the satisfaction of contributing to the success of an event that promotes cultural awareness and heritage preservation.
- Connect with like-minded individuals who are passionate about uplifting the African American community and making a difference.

Event Details:

- **Date:** October 5, 2024
- **Location:** The Laureate Center, 401 Laureate Way, Kannapolis, NC
- **Time:** Event begins at 5 p.m. (Reception & Silent Auction), followed by Hall of Fame Induction Ceremony

Volunteer Roles:

- 1. Event Setup (Pre-Event):**
 - Assist with the setup of the reception and auction area.
 - Help organize seating arrangements and registration tables.
- 2. Guest Registration and Greeting (During the Event):**
 - Manage check-in for attendees.
 - Provide information and directions to guests.
- 3. Silent Auction Assistance:**
 - Oversee the auction area, assist guests with bids, and provide details about auction items.
- 4. Ushering and Guest Assistance:**
 - Guide attendees to their seats and provide any necessary assistance throughout the evening.
- 5. Event Breakdown (Post-Event):**
 - Assist with clean-up and ensure that the venue is left in pristine condition.
- 6. Other Support Roles:**
 - Help with any additional tasks as needed by the event coordination team.

How to Sign-Up:

Ready to join us? Fill out the **Volunteer Registration Form** and submit it to **info@kaa-macc.org** by **September 20, 2024**.

We appreciate your time and support!



Volunteer

REGISTRATION FORM



PERSONAL INFORMATION

First Name:

Last Name:

Street Address:

City:

State:

Zip Code:

Email:

Phone Number:

AVAILABILITY:

Please indicate your availability on October 5, 2024:

- 12:00 p.m. - 3:00 p.m. (Event Setup)
- 4:00 p.m. - 7:00 p.m. (Guest Registration, Greeting, & Ushering)
- 7:00 p.m. - 9:00 p.m. (Silent Auction and Event Assistance)
- 9:00 p.m. - 10:30 p.m. (Event Breakdown)

Volunteer Role Preferences:

Please select the role(s) you would like to volunteer for:

- Event Setup
- Guest Registration and Greeting
- Silent Auction Assistance
- Ushering and Guest Assistance
- Event Breakdown
- Other (Please specify):

Terms and Conditions:

By submitting this form, I understand and agree to the following:

- My participation as a volunteer is voluntary and unpaid.
- I will conduct myself in a professional and respectful manner at all times while representing KAA-MaCC.
- I will communicate any schedule changes or cancellations with the Volunteer Coordinator as soon as possible.
- KAA-MaCC may contact me via email or phone with details about the event and my volunteer role.

Signature [Full Name]: _____

By typing my full name below, I confirm that all information provided in this form is accurate to the best of my knowledge.

Submission of Volunteer Registration Form:

- Please submit this form by **September 20, 2024** to:

Email: info@kaa-macc.org

Phone: 704.925.1314

Thank you for your dedication and support of the Kannapolis African-American Museum and Cultural Center! We look forward to celebrating with you and making this a memorable event for all!