

**ASSOCIATION FOR THE STUDY OF  
AFRICAN AMERICAN LIFE & HISTORY  
ASALH  
ANNUAL BLACK HISTORY LUNCHEON  
FAQs and Information for Volunteers**

**WHERE WILL THE LUNCHEON BE HELD AND WHEN DOES IT BEGIN?**

The luncheon will be held at the Washington Renaissance Hotel located at 999 9<sup>th</sup> Street, NW. The date of the luncheon is **SATURDAY, FEBRUARY 25, 2012**.

**WHAT TIME SHOULD I ARRIVE AT THE LUNCHEON HOTEL?**

All volunteers should arrive by **9:00am on Saturday, February 25, 2012** to receive your volunteer assignment.

**WHAT SHOULD I WEAR?**

If possible, please wear dark slacks/skirt and a white shirt/blouse. You will receive a volunteer badge when you arrive and get your assignment. Please be sure to wear comfortable shoes and a smile😊!

**WHAT WILL MY VOLUNTEER RESPONSIBILITIES BE?**

Volunteers will be assigned to work several areas: **(1) Greeter in the lobby and atrium areas (2) Registration, (3) Host/Hostess at the ballroom entrance, and (4) Host/Hostess inside the ballroom. (5) Raffle volunteers to circulate outside of the ballroom prior to the luncheon prior to the luncheon and throughout the ballroom at points during the luncheon; (6) Book Signings in the pre-function area outside of the ballroom.**

There will be one, possibly two, volunteer trainings in the weeks leading up to the luncheon. There you will be briefed on what your duty will be on the day of the luncheon. All volunteers are required to attend a walk through of the hotel. Failure to attend the walk through will result in your name being removed from the list of volunteers and you will be notified of your removal.

**WHAT IF SOMEONE ASKS ME A QUESTION I CAN'T ANSWER?**

If someone asks a question you can't answer, please don't argue with the guest. Please say, ***"I don't know the answer to that question, but an ASALH committee member wearing a red badge will be able to help you"***.

**WHAT TIME WILL MY VOLUNTEER DUTIES END?**

ASALH has an online volunteer registration system. In this system, all volunteer duties have a start and an end time. You are expected to be at your post until the appointed time. Before you leave your post, **be sure you have addressed the needs of guests lingering in your assigned area.**

**WHERE WILL WE BE SEATED AND ABLE TO EAT DURING THE LUNCHEON?**

ASALH works hard to obtain sponsorship for volunteer's meals. In the event that seating is secured for volunteers, tables will be clearly marked. **PLEASE DO NOT SIT AT A TABLE THAT IS NOT MARKED FOR VOLUNTEERS** as this may cause some conflict and dismay among our guests.