

## Special Events Volunteer Requirements

- Have a positive attitude and be willing to learn new things!
- Attend service at VWC weekly.
- Be on time, have knowledge of, and come prepared to all functions.
- Report to each event dressed in the appropriate “uniform”, which will be communicated to you in advance (see more info below).
- If unable to serve when scheduled, **find a replacement**, and notify your Team Leader.
- Respond in a timely manner to any emails and/or phone calls from your Team Leader and/or Event Dept. staff.
- Get connected! We would like you to have knowledge of the different ministries at VWC, classes that are offered, and upcoming special events.
- Attend all scheduled planning meetings.
- Commit to the team for at least 1 year.

## Uniforms for Special Events

At each special event, you will be expected to wear one of the 3 uniforms listed below. Your Team Leader will let you know in advance which uniform to wear for each event.

**Black/White** – Black pants and white, long-sleeved, button-up shirt (if bow ties are required for the event, they will be provided for you)

**Black on Black** – Black pants and black shirt

**Casual** – Nice jeans (no holes) and an iCare t-shirt or Special Events shirt (to be provided later)

In addition, please note the following in regards to dress:

- Remember that we represent VWC and dress accordingly. This is especially true in regards to modest dress.
- Shoes should be clean and polished.
- Jewelry should be appropriate and not get in the way while working.