

GSNA CONFERENCE VOLUNTEER FORM

Please list members who are willing to volunteer at the annual conference.
Please make sure the names submitted are names of people
that **WILL BE** attending the conference.
(Please make as many copies of the form as you need.)

Please return this form to the GSNA Headquarters office by March 1, 2025.

Name _____ County _____

Phone (___) _____ Fax (___) _____ E-mail _____

Address _____

City _____ State _____ Zip Code _____

Days Available: Thursday Friday Saturday (check all that apply)

Availability: Mornings Afternoons Evening

Please Check: Registration Workshop Presider General or Evening Entertainment Session Host/ Hostess

Ambassador Silent Auction

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Name \_\_\_\_\_ County \_\_\_\_\_

Phone ( \_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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GSNA, 2372 Main St., Tucker, GA 30084 FAX: 770-934-8917

Registration Volunteer Duties:

Registration volunteers will help give out registration packets, conference programs and tote bags at the registration desk and help direct people to the Exhibit hall and session rooms as needed. Registration volunteers may be responsible for assembling tote bag/programs during work hours.

Conference Hostess Duties:

Hostess are to make sure everyone gets to a seat in the general session/entertainment room, distribute handouts if there are some to distribute, control the flow of exits and entrances and to help the session go smoothly in any way they can. They should meet at the main doors of the general session room about 10-15 minutes before the session starts.

Educational Session Presider Duties:

Educational Session presiders will introduce the speaker, keep the session on time and complete a simple information sheet regarding attendance, and collect the completed evaluation forms.

Entertainment Hosts/Hostesses

Entertainment/party hostesses will direct guests to location, take event ticket if necessary, and help monitor the flow of the crowd. They should meet at the main doors or designated area of the entertainment/party location about 15 minutes before the event starts.

Ambassadors

GSNA Ambassadors will maintain a presence in the convention center throughout the conference and help aid guests with directions and schedule information as needed.

Silent Auction Volunteer Duties:

Assist with accepting items, setting up, monitoring, cashing out items in the Silent Auction room.

2025 Annual Conference Tentative Agenda

Thursday, April 10th

8:00 AM – 5:00 PM	Exhibit Hall Set-up
8:30 -10:30 AM	GSNA Industry Advisory Board Meeting
10:00 AM - 6:00 PM	Registration Open
10:30 AM -12:00 PM	Executive Board Meeting/ House of Delegates Meeting
1:00 – 4:00 PM	Pre-Conference Sessions

Friday, April 11th

8:00 AM - 6:00 PM	Registration Open
8:00 - 9:15 AM	Director's Networking Breakfast
8:30 - 9:30 AM	Educational Sessions
9:30 -11:00 AM	Exhibits Private Showing <i>(Directors, Assistant Directors, Coordinators, Buyers, and Supervisors only)</i>
9:45 -10:45 AM	Educational Sessions
11:00 AM - 2:00 PM	Exhibit Hall Open to All
3:15 PM – 4:15 PM	Opening General Session Leadership Academy Graduates
4:30 - 5:30 PM	District Meetings
7:00 – 10:00 PM	Tailgate Party

Saturday, April 12th

7:00 AM -3:00 PM	Registration Open
8:30 - 9:45 AM	Awards General Session Beyond the Plate Ann C. Smith Award Central Office Support Culinary Arts Awards Director of the Year Employee of the Year Dr. Josephine Martin Award of Excellence Manager of the Year Media Award NAC Awards Scholarship & Grant-in-Aid
10:00 AM - 1:00 PM	Exhibits Open to All
1:15 - 3:00 PM	Educational Sessions
3:15 - 5:00 PM	Closing General Session A.L.I.R.T. Awards President's Awards Scroll Awards