

		<b>PK All Stars Team</b>	<b>0903</b>
<p><b>Purpose:</b> Distribute Promise Keeper information packets (<b>syllabi/conference handbooks</b>) to conferees. Control access into the event at the venue's gate entrances. Ready and willing to serve in any other areas of need as necessary i.e. Attendee Food Team, Survey Collection, attendee "contact information" capture, etc.</p>			
<p><b>Commitment Level</b></p> <p>Conference - 2 Days Average per day - 7 hours</p>		<p><b>Responsibilities</b></p> <p>During Conference</p>	
<p><b>Reports to:</b></p> <p><b>PK All Stars Supervisors</b></p>		<p><b>Works closely with:</b></p> <p>PK All Stars Captain PK All Stars Supervisors Security Team Venue Security Personnel</p>	

### Responsibilities pre-Conference:

1. Pray for the conference
2. Help recruit volunteers

### Responsibilities during Conference:

1. Assist with placement of packets (syllabi/conference handbooks) at entry points.
  - a. **Packets may require assembly**
2. These packets will be placed on tables for attendees to pick up
  - a. However it may become necessary to personally distribute these packets –along with any approved inserts-- to attendees. Your Captain or Usher/PK All Star Manager will advise if/when this becomes necessary.
3. Breakdown and dispose of empty boxes.
4. Receive instruction regarding gate access.
  - a. Assignments
  - b. Access Wristbands
  - c. Credential System
  - d. Security communication
5. Regulate access of people into the Venue.
  - a. All attendees must have their wristband on –wearing it on either wrist.
6. Report unauthorized access to arena security
7. Other duties as assigned –**if/when** they become necessary:
  - a. Assist the Attendee Food Team on Saturday when needed
  - b. Distribution and collection of all surveys. Buckets (usually red) are placed in the concourse for survey collection --until the conference is over.
  - c. Bundle all completed surveys
  - d. Assist with collecting "attendee contact information cards"