

2024 DUKE CITY HAMFEST Roles and Responsibilities

Role #	Role	Number of Volunteers Needed	Responsibilities	Volunteers Sign up Here (Please print Name & Callsign)
1	Budget	1	Develops/manages DCHF budget	
2	Coordinate manufacturers/ commercial vendors	1	Invite manufacturers & commercial vendors to DCHF, help them set up & tear down.	
3	Facility Liaison	1	Represents DCHF with host facility	
4	Forum computer setup	4	Set up computers in forum rooms, test WiFi connection	
5	Forum Coordinator	1	Invites, schedules forums (Sat-Sun AM)	
6	Forum tech support	4	Swings by forum rooms, briefly make sure speaker is setup and starts on time	
7	President/Chairman	1	Organizes/leads DCHF	
8	Prize Purchasing/coordinate drawings	1	Purchases major prizes, solicit donated prizes	
9	Promotion (Email, Clubs, etc.)	2-3	Promote the DCHF on the web, email, clubs, etc.	
10	QLF & other fun coordinator	2	Facilitate QLF contest, other informal fun activities (QSL card wall, transformer toss, etc)	
11	Registration packets prep	2	Prepares contents/assembles registration packets, incl. tote	
12	RV & Hotel Accommodations	1	Create list of RV and hotel accommodations	
13	Registration table (Fri-Sun)	4 from 8-10am Sat, then 2 per 2 hr shift	2 hour shifts, 4 people each AM – Check in registered attendees, sell new admissions	
14	Speakers	1	Invite guest speakers	
15	Treasurer	1	Manages all financial receipts and expenditures	
16	Vice President/Vice Chairman	1	Helps Chairman with delegated roles.	
17	Website	1	DCHF webmaster, keeps it up to date	
18	Friday gym setup??	6-10	Set up tables, chairs, etc.	
19	Friday night mixer	2-3	Check registrations at door	
20	Friday night mixer speaker introducer	1	Introduce guest speaker	
21	Friday VLA tour lead	1	Place Jasons Deli order, pick up/deliver food, buy drinks, arrange coolers and ice, rent vans	
22	Friday VLA tour van drivers (10am-4pm)	Up to 3	Drive participants to/from VLA in rented vans	
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23	HF University	1	Conducts HF University on Friday
24	Convention T-shirts, purchase in advance by August 15th	1	Designs, mfg, sells DCHF t-shirts in advance plus onsite. Also sell Tee's of various sizes onsite.
25	Setup/Mixer/Banquet/Teardown	6-10	Ensures that Mixer & Banquet are set up properly
26	Nighttime security (Fri-Sun)	2	Be present on site during nighttime hours
27	W1AW/5 (Fri-Sun)	2+ per 2 hour shift	Be present at station, help guide operators, print operating certificates
28	ARRL Awards on Saturday	1	??
29	Audiologist Exam \$5:00, (\$\$ go to charity)	1	Audiologist perform hearing tests for \$5; money received goes to a charity.
30	Clubs Coordinator	1	Invite clubs, assign club tables
31	Coordinate Indoor Flea Market	1	Coordinate Individuals selling their stuff indoors; \$\$/table
32	Craft Sessions for non-hams	2-4	Craft classes/kits made during the Hamfest
33	Emergency Communications	2	Coordinates EM COMM booth/activities
34	QSL Card Checking (Sat)	2	Checks QSL cards, verifies same
35	Saturday banquet	2-4	Planning, Registration checker
36	Saturday banquet speaker introducer	1	Introduce guest speaker
37	Saturday general cleanup	6-10	Help sweep gym floor, empty trash, tidy up forum rooms, etc.
38	Saturday morning vendor setup assistance	4-6	Assist with moving items from vendor vehicles to gym, as needed
39	VE exams (Sat)	3 -6	Administers license exams
40	Wouff Hong (Sat)	6	Play character, read provided Wouff Hong script
41	Youth Programs	2	Invite school radio clubs, STEM, Scouts to display their skills/activities
42	Prize table (Sat-Sun)/raffle coord.	2 per 2-hour shift	2 hour shifts - Sell tickets, draw prizes, record winners
43	Outdoor Tailgate	4 ea, 6 AM to 9 AM	Set up host booth, sell vendor tickets
44	Computers, projectors, printers, screens, etc. tear down	4	Tear down electronics, pack it and return to owners or to the Hub.
45	Sunday general cleanup	6-10	Help put away tables, chairs, sweep floors, empty trash, clean up forum rooms, etc.
46	EM COMM College	3	All day Friday course on Emergency Communications

To volunteer, please hand in your completed form to me or email your role(s) to:

Pete Stine, KE5WTM

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