

Dear Friends,

Thank you for helping us greet our guests for the Great Thanksgiving Banquet! We are grateful for the team of volunteers who work together to make this night a blessing for so many people.

**Arrival:** Plan to arrive at Hope College DeVos Fieldhouse at 4:30pm.

- Please carpool if possible. You may park in lots on the corner of 9th & Lincoln or on the north side of the DeVos in the lot on 9th Street or student lots west of Lincoln (11th Street parking lots will be for guests).
- Walk around the building to enter through the volunteer door on the south side of the building off 11th Street. There will be a volunteer entrance sign at the correct entrance.
- Once you come through the doors, sign in at the registration check-in tables.
- After checking in, please go to the Upper Concourse area near the main entrance (Fairbanks Street side) to meet Head Ushers for further instructions. An instruction sheet is attached here as well for you to pre-read. We will begin with final announcements at 5:15pm.

**What to Wear:** Dress in clean and neat business casual attire.

- Be sure to bring a coat in case you are assigned as a parking lot greeter.
- Please leave your valuables at home or locked in your car. We will use the "Guest" locker room for coats of ushers and food servers.

**Tasks:**

- Everything is color-coded. Be aware of the colored section in which you are ushering.
  - In the **Red** and **Brown** sections of the dining room, please seat our guests closest to the buffet tables (tables the farthest West) and work back to the stairs.
  - In the **Orange** and **Yellow** sections of the dining room, please seat our guests closest to the buffet tables (tables the farthest East) and work back to the West wall.
- Try to fill one table completely before filling another. Finding empty seats is challenging, so table hosts should hold up how many seats they have available.
- We have many families hosting tables. If you are seating a family with children, try to seat them at a table that has children hosting with their parents.
- Some of our guests do not speak English. Please seat them at one of the Spanish-speaking tables, which will be identified by the host holding a sign. Please try to first seat Spanish-speaking guests at a table where there is a Spanish-speaking table host.
- Be gracious and welcoming. Try to accommodate people's seating preferences.
- When everyone is seated for the 6:00pm dinner, your job is finished. Thank you for helping us make a friendly first impression at the Great Thanksgiving Banquet!

If you have additional questions, please contact:

Katie Taylor, Volunteer Coordinator  
ktaylor@hopefoundhere.org  
616.928.3451

*Thank you for volunteering and serving our guests at the Great Thanksgiving Banquet! May you each be blessed as you bless others. Happy Thanksgiving!*

*"Give thanks to the LORD, for he is good; his love endures forever." 1 Chronicles 16:34*

