



## INFORMATION FOR BUDDY TEAM

- Night to Shine officially begins at 6 pm and ends at 9 pm, however, some guests are quite eager and begin to arrive as early as 5 pm. As such, volunteers are asked to arrive NLT 5 pm. Having said that, we understand that not all volunteers are able to arrive that early. If this is you, just make every effort to arrive as early as possible.
- Parking will be off-site at an adjacent business. Follow the signs to the designated parking area. We will have shuttles transporting volunteers to and from the church
- Volunteer check-in will be in the church gymnasium.
- We will have a volunteer coat and personal belongings check-in room near the volunteer lounge.
- **NEVER** leave your guest unaccompanied during the evening. If you need a quick break, go to the buddy station to get a sub.
- If you or your buddy has any medical issues, no matter how minor, please notify an event leader or a medical team member. We will have uniformed officers and paramedics on site throughout the event.
- Buddies will be able to eat dinner with their guests during the event.
- Be VERY aware of special diet and food restrictions such as low-sugar, gluten free, and various allergies. Special food/diet restrictions will be noted on guest name tags.
- If the parent/caretaker is with the guest when you are paired up, inquire about dietary and other needs of the guest.
- For guests with severe impairments, their chaperone is expected to stay with you to assist.
- If you are paired with a guest that has severe impairments and you do not feel comfortable or able to meet their special needs, let us know and we can pair you with another guest.
- Ask several times throughout the evening if they need to use the restroom.
- For restroom breaks, know that it is NOT your responsibility to assist the guest in the bathroom. Volunteers have been specifically assigned as Restroom Attendants. Contact the parent/caretaker if additional assistance is needed.
- As the event begins to wrap up, take your buddy to reconnect them with their parent/caretaker in the lobby and help them retrieve their prom favors and coat.
- If you'd like to stay in touch with your guest after the event, we encourage that! Be sure to ask permission of their parent/caretaker before they leave.